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ELECTRONIC BID SET PROCESS
Complete Process

within your Solicitation:

Complete Electronic Bid Package Procedure

The procedure guides the contract specialists through the entire process. Use this procedure if you are completely in charge of placing your solicitation together i.e. JOCs, some T&Ms , etc… ***When SPECS is not involved***.

I.   THE ELECTRONIC DECISION:

  – The Fort Worth District has made the decision that all Milcon jobs are to be issued using electronic media. If your EM tells you that his particular job is not going to be issued under the new process, he must give you a *memorandum/waiver signed by the Engineering Division Chief or designee*. Contract Specialists do not make this decision. You are to issue the job electronically unless you receive a waiver. 8(a) projects will not be issued electronically unless the customer insists. Operations projects dealing with Engineering will be issued electronically. Operations projects in which Engineering is not involved will not be issued electronically unless the customer insists.

  – Until the Ft. Worth District utilizes security software which can protect the transmission of files through the Internet, we will not issue another Internet Only solicitation. We are working on getting certified for security software. The official copy of the solicitation is the CD ROM , floppy disks and fax amendments.

II.   THE SYNOPSIS:

  - The Commerce Business Daily (CBD) is on the Internet now. Its address is http://cbdnet.access.gpo.gov   You can now connect to the CBD and submit your synopsis immediately. There is no longer a five day wait. Your synopsis is published the next day. Place verbiage about CD ROM/Internet into the CBD. The CBD should state the following concerning electronic solicitations: "The plans and specifications have been placed on Compact Disk(CD-ROM) and will be provided free of charge. Plans and Specifications will not be provided in a printed paper hard copy format. Notification of amendments shall be made through either 3.5" floppy disk, CD ROM, fax, and the Internet. Contractors may view and/or download this solicitation and all amendments from the Internet at the following Internet address: http://www.ed1.swf.usace.army.mil/CONTRACT ." Make sure that the above address is entered into the text of the synopsis *and* the specific area designed to make this address a hot key (Something that you click on and it takes you to that address/location). Contract Specialists will also need to enter their personal email address in the area provided for email while you are entering the synopsis into the Internet CBD. This will allow the contractor to send you email at the touch of a button.

III. <u>CENTRAL CONTRACT WEB SITE ADVERTISEMENT:</u>

***   This part of the process has been <u>eliminated</u>. You no longer have
to worry about placing information at the Central Contract Web
Site. The Internet CBD serves the same purpose as did the Central
Contract Web site. Since the CBD is now on the Internet, there is
no longer a need to place the information on this site. This
would only duplicate work at this point. You don't even need to
worry about the Tri-Service Solicitation Network. A program will
be written which will go to each contracting site and capture the
information on our "Advertised Solicitations" area and place this
information on the Tri-Service Solicitation Network automatically.

IV. <u>ELECTRONIC CONTRACT BID MANAGEMENT SYSTEM (ECBMS) PROGRAM</u>

We now have a new program. This new program will allow you to
setup the information that will be displayed on our Contracting
Division Home Page. The program has been installed on all
computers.

NOTE: ALL <u>PROJECTS WILL BE KEPT IN THE ECBMS PROGRAM REGARDLESS</u>
<u>OF WETHER OR NOT IT IS AN ELECTRONIC SOLICITATION.   EVEN 8(a)</u>
<u>PROJECTS AND OPERATIONS PROJECTS WILL BE KEPT UP TO DATE IN THIS</u>
<u>PROGRAM.   IF YOU DO NOT WANT THE PROJECT DISPLAYED (ex: 8(a)),</u>
<u>THEN SELECT "NO" TO THE "ADVERTISE THE PROJECT ON THE WEB?"</u>
<u>QUESTION UNDER "EDIT PROJECT"</u>.

 As an overview, you will use the program for the following tasks:

-       Enter the ECBMS PROGRAM
–   Establish a new Project.
–   Edit the Project.
–   Enter the Synopsis.
–   Enter Specific information for a Pre-Solicitation
        Conference.
–   Add/Update Plan Holders
–   Mailing Solicitation/Amendments
–   Amendments
–   Bid/Award Results

A.   **Entering the ECBMS Program:**
        –   Double click on the ECBMS (Electronic Contract Bid
                Management System) Icon on your screen. If you do not
                have an icon, then you will need to go to the "START",
                "PROGRAMS", "CONTRACT", and the you will see "ECBMS".
        –   A Login box will pop up and require that you enter a
                password. This password is the same password that you
                use every morning to get into your computer. We
                didn't want to develop a new password because we
                already have too many to remember! When you do this,

remember to have your user name in its field and your password in its field. <u>If you hit return before entering your password, the program will not let you in</u>. *Also remember to keep your CAPS key turned off*.

–   The ACCESS program will pop up on your screen and display an "Electronic Contract Bid Management System" box that shows you project titles, solicitation numbers, and project IDs . The project ID is something that the program needs. It is not something that you will need to remember.   These solicitations are sequenced by the solicitation number.

–   There is currently a problem with the background of the ECBMS program. The background should disappear when you enter the program. However, for some reason, the background remains on the screen even after the you have entered into the program. To correct this, minimize the program and then maximize it once again. You will then notice that the background is now gone.

–   The menu options at the top of the screen allow you to edit the specific solicitation that **the arrow is pointing to** within this ECBMS box. *<u>Take NOTE!! If you want to change something for your project, you must have the correct solicitation selected. Always be aware of where you are in this program.</u>* You don't want to make changes to a project that is not yours!

–   You will use <u>one</u> drop down menu 99% of the time. This drop down menu is called "CONTRACT". Under this menu option, you will have the following areas in which to work:
–   New
–   Edit Project
–   Synopsis
–   Conference
–   Plan Holders
–   Amendments
–   Results

–   **NOTE:** TO SAVE INFORMATION WITHIN THIS PROGRAM, ALL YOU HAVE TO DO IS CLICK ON THE "X" IN THE UPPER RIGHT HAND CORNER OF THE WINDOW. THIS AUTOMATICALLY SAVES YOUR CHANGES.

B.   **<u>To Establish a New Project in the ACCESS Database Program:</u>**

–   Select "CONTRACT" on the Menu.
–   Select "NEW"
–   Enter the "STATUS"
–   Enter the "TYPE"
–   Enter the "TITLE"
–   Enter the "LOCATION" (Include the State)
–   Enter the "PRICE RANGE" (IDQs would be NTE Amount)
–   Enter the "MEDIA TYPE"
–   Enter the "COUNTRY"
–   Enter the "SIC" code
–   Enter the "SIZE STANDARD"

    –   Enter the "CBD" code
    –   Enter the "CONTRACTING POC"
    –   Enter the "TECHNICAL POC"
    –   Enter the "ISSUE DATE"
    –   Enter the "DUE TIME"
    –   Enter the "IFB/RFP DUE DATE"
    –   "**AWARD DATE**" (You will come back and enter this
            information when you award the contract.)

C.   **To Edit an Existing Project**

    –   Select "CONTRACT" on the Menu.
    –   Select "EDIT PROJECT"
    –   The main things that you will edit in each project are
            the following:

        –   **STATUS**: You have three items to choose from
            here. **Pre-bid, Post-bid, and Awarded**. It is
            important for you to change the status of the
            project as it moves through each phase. A lot
            of the things that show up on the Home Page
            depend on the different phases of the
            solicitation. Example: Results are tied to
            "POST BID" under "STATUS". If post bid is not
            selected, then the program will not display the
            results.

        –   **ISSUE DATE**: Make sure that you change this date
            as it changes with your project.

        –   **IFB/RFP DUE DATE**: Make sure that you change this
            date as it changes with your project. The Issue
            and Due dates are very important. This
            information is being displayed to the entire
            World. <u>This becomes the most important place
            over anything else to keep up to date!</u>

        –   **AWARD DATE**: Enter this at time of award.

        –   **ADVERTISE PROJECT ON THE WEB?**: If you want your
            project displayed on the web, and we all do, you
            will say yes to this question. Make sure that
            everything is in place before you say yes to
            this question. The instant that you say yes,
            and hit the X to get out of the form, the
            information is displayed on the Internet.

        –   **SYNOPSIS**: You will have two places to enter and
            update your synopsis. You can either do this
            under "EDIT PROJECT", or you can choose the
            option entitled "SYNOPSIS" under the Contract
            Menu.

        –   **CONFERENCE**: Same as synopsis.

D. **To Enter/Edit the Synopsis/SOW:**

—   As stated in the above directions for "EDIT PROJECT",
    you can either enter the Synopsis in the "EDIT
    PROJECT" area, or select "SYNOPSIS" under the "CONTRACT"
    Menu.

E. **To Enter "Conference" Information:**

—   As stated in the above directions for "EDIT PROJECT",
    you can either enter the Conference in the "EDIT
    PROJECT" area, or select "CONFERENCE" under the
    "CONTRACT" Menu.

F. **To Add/Update Plan Holders:**

—   Gather the information before you enter the program.
—   Select "CONTRACT" from the Menu.
—   Select "PLAN HOLDERS"
—   Enter all Contractor Information.
—   Make sure that you enter today's date in the "Register"
    field so that we can tell when the contractor was
    registered.
—   Make sure that you select "No" under "Web" if it is an
    RFP and the Contractor wishes to not have his name
    displayed on the Plan Holders list.
—   **CONTRACT SPECIALISTS TAKE NOTE**: You can enter bidders
    yourself up to the issue date. This will help Kay
    tremendously. However, after Kay mails out your
    solicitation, send all requests to be added to the
    Plan Holders list to her. The reason for this is so
    that she will know to mail out a solicitation package
    to the new contractor. Do not add them yourself after
    the issue date unless you intend to mail out the
    package yourself.

G. **To Mail Solicitations/Amendments:**

—   Select "REPORTS" on the Menu.
—   Select "LABELS"
—   A box will pop up on your screen and you will see two
    windows. On the left, you will see the bidders that
    have not been mailed solicitations. On the right side
    of the program, you will see bidders that you have
    already mailed solicitations to. If this is the first
    mailing, you will select all of the contractors on the
    "Not Mailed (LEFT)" side and click on the arrow
    pointing to the "Mailed (RIGHT)" side. This will
    automatically transfer the contractors from the left
    side of the program to the right side of the program.

It also places the date beside the contractor that the solicitation was mailed. You can view this date later to tell a contractor when the package was mailed to them.

–   If you have already mailed out your solicitation and you have new bidders to send the solicitation package, you will move the new bidders from the "Not Mailed (LEFT)" side of the program to the "Mailed (RIGHT)" side, just as you did in the initial mailing.

–   Once you have moved the bidder from the "Not Mailed" side of the program to the "Mailed" side, you will want to select "Print"

–   Select your label size "4146".

–   Select the bidders that you want to print labels for. When looking for you bidders, you will notice that the bidders are <u>first sorted by date. They are then sorted alphabetically</u>. Therefore, *if you just entered bidders into the database, they should be the first contractors that you will see*. Select these bidders and then select print. The labels will now print.

–   **If you get an <u>error message</u>, make sure that you have selected the label size and selected bidders to be mailed**.

H.   <u>**Amendments:**</u>

–   Refer to the amendment section for instructions on how to issue amendment using this program.

I.   <u>**To Enter Bid/Award Results:**</u>

–   Select "CONTRACT" on the Menu.
–   Select "RESULTS"
–   A box will pop up showing you the contractor, lump sum, low three check box, the award amount, a space for the contract number, and a place for the Independent Government Estimate.
–   After bid opening, scroll down until you find the low three contractors.
–   Enter the bid amount for each of the low three.
–   Check the Box beside the Contractor who is one of the low three bids. This allows the program to identify the low three bidders. The program then takes these low three and displays them on the web from lowest to highest.
–   Enter the Government estimate in the provided field.

–   **NOTE: DO NOT ENTER RFP INFORMATION IN THESE FIELDS. THIS IS ONLY FOR IFBS.**

–   When you are ready to award the contract, you will come back to this area of the program to place the award amount next to the appropriate contractor. You will now enter the information for the awarded

                         contractor of your RFP. Enter the contract number.

                    –   This information is immediately displayed on the web.

V.   CENTRAL LOCATION FOR FILES:

    A.   **Creating the Central Directory for your Working Files:**

-       We will be keeping our solicitation files in a central location
        with the rest of the District. Do not save your work in two
        places. The working directory is the only place that you should
        be saving your changes. If you keep your files in only one
        directory, this will prevent you from becoming confused as to
        which file is the most current.   These files are placed in a
        central location so that if you are absent, someone can pick up
        where you left off. These files are also backed up daily.

-       You will be copying your files into a directory that someone else
        creates. To find out what the directory name is, do the
        following:

-       All Electronic Projects: Create a "Cadd Management" Personal Group
        under your groupwise mail.

-       The following names should be placed in this group: James
        McKenzie, John Dagley, and Jerry Gannon. You will notify these
        people as soon as you have a new project.

-       Send a LAN message to them with the following information:

        Solicitation Number:
        Title:
        Location:

-       These people will send you the project directory name that you
        will use as your working files directory. They will not, however,
        create your solicitation directory on the S:\ drive. You will
        need to do this.

    B.   **Creating the Solicitation Directory for your Final Files:**

-       The S:\ Drive contains all of the electronic solicitations
        that the Fort Worth District has either issued or is making
        ready for issuance. Each solicitation is totally held
        within its own personal solicitation directory! In the case
        of our solicitations, we have chosen to name the directory
        with eight digits from the project solicitation number EX:
        A97B000? . The reason for this is that once the files are
        placed in this directory, the project is ready to be issued
        as a solicitation.
-       This is the basic directory structure:

```
S:\
  A97B000?\
              ACROREAD\            (SPECIFICATION VIEWER)
              CURRENT\             (CURRENT SOLICITAITON FILES)
              SPECS\              (SOLICITATION PDF FILES)
              A97b000?.con        (CONTRACT VIEWER BUTTON BAR
                                  SETUP FILE)
              adobe.txt           (ADOBE INSTRUCTIONS)
              amcdins.txt         (COMPACT DISK AMENDMENT
                                  INSTRUCTIONS)
              amdskins.txt        (FLOPPY DISK AMENDMENT
                                  INSTRUCTIONS)
              contract.exe        (STARTS CONTRACT VIEWER)
              contract.hlp        (CONTRACT VIEWER HELP FILE)
              readme.txt          (BIDDER INSTRUCTIONS)
              Setup.exe           (INSTALLS CONTRACT VIEWER FOR
                                  CONTRACTOR)
```

-       As stated above, this directory can be found on the S:\
        drive. You will need to create a directory for your
        solicitation files. To do this, follow these steps:

Windows 95 Explorer:

-       Move your mouse over the "Start" button.
-       Touch your right clicker.
-       Click on the word "Explore".
-       The Explorer program will pop up on the screen.
-       Use the button on the scroll bar to your left to
        scroll down until you see the S:_____ drive.
-       Click once on the S:\ and you will then see several
        solicitation directories.
-       You will need to first look and see if you can find
        your solicitation number. EX: A97B000? The reason
        for this is because it may have already been created.
        If you can not locate your solicitation directory,
        then continue with the following steps.
-       Click "FILE"
-       Click "NEW"
-       Click "FOLDER"
-       Type your solicitation number as A97B000? . Substitute
        the ? with the actual number of your solicitation.
-       Now that you have created your solicitation directory,
        you will need to copy over the basic files that are
        included in all electronic solicitations.
-       Use the scroll bar to find the "SOL" directory on the
        S:\ drive. Once you find it, double click on it.
-       You will see the directory structure discussed above.
        You will need to copy everything below the SOL
        directory into the solicitation directory that you
        just created.
-       To do this, you need to select/highlight all of the
        directories and files at once. Touch the first

                         directory with your mouse. Hold your shift key down
                         and touch the last file.
            -            Once you have selected/highlighted the directories and
                         files, you will then go to the "EDIT" category at the
                         top of the screen and then click on "COPY".
            -            You have successfully copied your files, but you still
                         need to do one more step. You need to paste the files
                         into the solicitation directory that you created
                         earlier.
            -            To do this, use the scroll bar to find your
                         solicitation directory on the S:\ drive.
            -            Double click on the directory.
            -            Click on the "EDIT" category at the top of the screen
                         and select "PASTE". The program will then paste the
                         required files into your solicitation directory.
            -            Congratulations! You have just created your
                         solicitation directory on the S:\drive.

VI.   GETTING STARTED WITH THE SOLICITATION PACKAGE, THE SOLICITATION CLAUSES:

     -      Up to this point, you should have already completed the following
            actions:

            -      Received Notification of a new project.
            -      Proceeded with Electronic Solicitation or received a
                   Waiver signed by Engineering Division Chief.
            -      Coordinated with SBA.
            -      Created the Solicitation Number.
            -      Synopsized the project.
            -      Entered the project into the ECBMS program and displayed
                   basic information on the Internet.
            -      Sent LAN notification with required information to CADD
                   group requesting project working directory name.
            -      Received project working directory name from CADD group.

     -      Now it is time to begin creating the solicitation clauses.
            Complete your clauses as you normally do in SAACONS, but make sure
            that *all but one* of the clauses are in full text instead of just
            being referenced. When you print out a solicitation package in
            paper, you must have at least one clause as a referenced clause in
            order for the package to place clause paragraph numbers within
            each section. SAACONS also requires that at least one clause be
            in referenced text in the electronic version in order for the
            system to generate clause paragraph numbers.

VII. GETTING SOLICITATION CLAUSES FROM SAACONS TO WORDPERFECT:

     A.   **Using File Transfer Protocol (FTP) Software:**

                   After you have completed your clauses, you will use "FTP"

Software to connect to SAACONS so you can first create a
directory for your files, and then second, transfer your
solicitation files into the Centralized Project Directory.

- FTP software will be found in the "OnNet" category in
Windows 95. To find this program, look under the "START"
option on your Windows 95 display. Under the "PROGRAMS"
listing, you will see "OnNet 2.0 or higher/newer". Move
your mouse to this option and you will then see the "FTP"
option. Click this with your mouse and the "FTP" program
will pop up on your screen. If you do not have "FTP"
software on your machine, contact the help desk and get them
to install it.

B.   **Using the FTP Program to Create a Directory in SAACONS, and
Transfer Files from SAACONS into the Central Project Directory:**

As an overview: Right now, your clauses are still in the SAACONS
format. You need to convert these clauses into an ACII text
format so that you can transfer them to your Central Project
Directory. In order to do this, you will need to create a
directory on the SAACONS side in which you can save your
converted solicitation files. You will then need to actually
convert the solicitation files, and finally use the FTP program to
transfer them to the Central Project Directory.

- Enter your FTP program.
- When your FTP program pops up on the screen, select
"SAACONS" and click the "CONNECT" button.
- You will have to enter your SAACONS login. EX: c29
- You will then have to enter your SAACONS password. Click on
the "OK" to submit your password.
- The **LEFT** side of the screen is the place you want to *copy*
files to. Right now, it should be showing the "C" drive of
your computer. Notice that you can change the directory to
your "P" drive. Beside the "C" drive label, there is an
arrow pointing downward. This arrow is a drop down menu
that allows you to change the drive. Touch the mouse
pointer on the arrow and click one time. You will now see
all of the drives that your computer has access to. Select
the "P" drive. To select the "P" drive, point the mouse
arrow to the "P" and click one time. You have now selected
the "P" drive.
- Go ahead and prepare the left side to show your **Central
Project Directory** which is located on the P:\ Drive. Think
"P" for Projects.
- Select "P" under the Drives option.
You are now located in the project directory for
specifications section. You will see names of directories
as you scroll down the list. Each directory represents an
individual project. The first two letters represent the
base, and the remainder represents letters from the title.
If it is a Service or Supply project, then the first two

letters will begin with "SS", and the remainder represents
letters from the title.

- Double click on your solicitation directory name
  (Remember...the one that the CADD Group sent to you by
  email). You will save your files directly into the project
  directory. Just so everyone will understand, this new
  project directory will be the **WORKING** directory for that
  project. You will do all changing, saving, and further
  development to your files in this one directory.
- Make sure that you write this directory down on the front of
  your folder so that you won't forget.
- Back to the FTP Program: The **RIGHT** side of the FTP program
  shows you the *SAACONS directory*. Notice on the right side,
  at the top, it says "Remote: SAACONS". Notice also that
  just below this, you will see the directory which you are
  presently in. It should say that you are in **your SAACONS**
  directory. My SAACONS directory is **/home/c29.** Your SAACONS
  directory will be /home/____.
- Make a sub-directory under your main SAACONS file directory.
  To do this, go to the **"COMMANDS"** drop down menu *at the top*
  of the FTP program. Drop the menu down, and then select
  "Create Directory". You will then see "*Left Local*", and
  "*Right Remote*". The "*Left Local*" selection is your computer
  that you are operating. The "**Right Remote**" selection is the
  SAACONS computer with which you are remotely connected. You
  want to make a directory under your SAACONS side. Therefore
  you will select "***Right Remote***". Type in the name that you
  want to name your directory. A suggestion would be to label
  this directory with eight digits from the solicitation
  number.
  EX: a97r000? (Make sure that you save the files in lower
  case. SAACONS is case sensitive.)
- Click on the "OK" button in order to create the
  subdirectory.
- Once you have created your sub-directory, minimize the FTP
  program. **DO NOT CLOSE THIS PROGRAM. MINIMIZE IT! YOU WILL
  NEED IT LATER**.

C.   **Doing the Actual Conversion in SAACONS:**

- For the next step, you will need to enter into the SAACONS
  main menu and do the following:

- (4)   Administrative Utilities
- (13)   Interface Processing
- (8)   Local Interfaces
- (1)   SAACONS EBB Menu
- (1)   Convert SAACONS Solicitation to Files

- Enter the full path of your SAACONS sub-directory that you
  created above. You will enter /home/c29/a97r000?
  Remember that SAACONS is case sensitive. (Subtitute your
  user ID and solicitation number in the example.

       –   Hit the enter key to continue.
       –   Enter the Solicitation PIIN: EX: DACA63-97-R-000?
       -      The Solicitation will now be copied into an ASCII format and be placed in the sub-directory that you created earlier. Wait on SAACONS to finish. It takes a little while, but not more than 5 minutes.
       -      SAACONS will tell you that the files have been converted when it is finished.
       -      Once SAACONS is completed, Exit SAACONS.

D.   **Return to the FTP Program to Finish Transferring Files:**

       -      You can now return to your "FTP" program to transfer your files from the SAACONS computer to the "P:_____ drive and directory.
       -      When your FTP program pops up on the screen, double click the mouse arrow on the directory that you developed earlier. Remember?...the 8 digits from the solicitation number - (a97r000?).
       -      In this directory are the solicitation clauses broken out into sections 100, 600, 700, and 800 or uniform format breakout.
       -      Copy the sections to the directory on the left side of the program - the place where you want the files to be copied to as stated in above (central directory).
       –   <u>To select and copy the files</u>, do the following:

             –   Click on the first file with your mouse, then let go of the clicker.
             –   Scroll down the file list until you see the last file that you want to copy.
             –   Holding down the Shift key, then click on the last file with your mouse. This will select everything in between.
             –   All of your files are now selected. Use the copy function to copy the files from the right side of the FTP program, to the left side.
             –   When you hit "Copy", the system will ask you if you to verify each file to be copied. All you need to do is hit "Yes to All", and then the system will copy all of the files automatically.
             –   After you are finished copying files, you will see the files in both windows (left and right) of the program.

       -      When the "FTP" program is finished copying the files, exit out of the FTP program.
       -      Go into your Wordperfect program.

VIII.   <u>**COMPLETING THE FILES IN WORDPERFECT:**</u>

    A. <u>**Getting the Document in the Correct Format**</u>:

- Select "File" , then "Open" and go to the directory where the SAACONS files were copied. (P:_____)
- Open the first file. When you open the file, it will want to convert it to Wordperfect 4.2 format. This is ok. All that is happening is that WordPerfect is trying to recognize the ASCII file format that came out of SAACONS. Once you convert it into WordPerfect 4.2, you will be able to later save it as WordPerfect 6.0/6.1.
- I have placed a MACRO on your Power Bar in WordPerfect 6.1. This macro will do the following things:
    - Move the Index at the end of your document to the front.
    - Change the font and size to Courier "8".
- When the file appears in the display, immediately click on the "EBS" button on your Power Bar.
- You may also have to play with the justification and margins within your file to make it look right.
- After you click on the MACRO button, you can then save the file in WordPerfect 6.1 format.
- You now have the index at the front of the document. This will make it easier for you as you begin to bookmark and link. Make sure that you go to the bottom of the index to ensure that the index is fully separated from the beginning of the full text clauses.

B. **Editing the File**:

- **Edit the file** to make sure that everything is lined up correctly. During the conversion process, the file did not keep all of its original spacing as it was converted. In order for the clauses to look right, you will have to scroll through all of your clauses and correct any alignment problems. 90% of these alignment problems have already been solved through my coordination with Ft. Lee. However, the updated program is not perfect and still has spacing errors. The main area that will need to be correctly spaced is the index. When you get to this area, try adjusting the font size to see if it helps the spacing before you begin correcting the errors. You may find that most of your spacing problems can be solved this way. Make sure that you place a space between every clause in the index so that you will have plenty of room later for linking.
- While correcting the spacing problems, please do not spend enormous amounts of time trying to make your document perfect. As I have already stated, the conversion will correct 90% of the spacing problems. I hope you can learn to live with a few minor spacing problems. Otherwise, you could spend all day trying to line up everything perfectly. This will only delay your project.

C. **Creating Footers and Page Numbering:**

- While editing your files, make sure that you *create a* "*FOOTER*" for your solicitation number. Also, make sure that

you set up the "*Page*" "*Numbering*" option so that it will
number your pages as "Section 00100 - ?" or "Section I-?".
These Options are listed under "FORMAT" on the bar at the
top of your WordPerfect program. Once you have made these
changes, save the file.

- Do this to each of your files. Make sure that you SAVE the
  files.

IX.   CONVERTING WORDPERFECT FILES TO .pdf FILES:

- Now, after you have edited your Wordperfect files, and saved
  each one, it is time to convert your files to .PDF format.
- Pull each file up in Wordperfect.
- Select "File" with your mouse.
- Select "Print"
- Select "Select" in order to change your printer to Adobe
  Acrobat .pdf writer.
- Pull down the "Specific Printer" arrow and select the Adobe
  Acrobat .pdf. writer printer option.
- Select print.
- You will have to name the file, and then it will convert the
  file to .pdf.
- You have successfully converted your .wpd file to .pdf. You
  will now be able to pull this file up in Adobe Acrobat Pro
  and bookmark or link your index of clauses to the full text
  clause.
- You will have to do a couple more things before you are
  ready to use Adobe Acrobat. For Construction solicitations,
  the contract specialist will need to complete an SF1442 in
  the FAR Master Forms program. SAACONS will not print out
  the SF1442 in a format that can be used electronically. We
  therefore will have to create another SF1442 in this new
  program. For Service and Supply solicitations. You will
  need to use the DD1707, DD254, and SF33 out of the FAR
  Master Forms program for your electronic solicitations.

X.   CREATING FORMS IN THE FAR MASTER FORMS PROGRAM AND CONVERTING THEM INTO .pdf FILES:

- Enter into to Far Master Forms Fill Program. This may be an
  icon on your screen or you may have to look under "START"
  and "PROGRAMS" to find it.
- Move your mouse pointer to the upper left hand corner and
  select "FILE".
- Select "OPEN FORM"
- Select the appropriate form
    - SF1442 is under Series 1
    - SF33 is under Series 3
- Move your mouse pointer back to the top of the screen and
  select "DATA".

- Select "OPEN DATABASE"
- Hit "CANCEL" if you want to create a new file. If you are going to edit an existing file, then select the file that you want to edit.
- Move the mouse pointer back to the top of the screen and select "DATA" again.
- Select "ADD RECORD" This will save your file initially so that you will be able to use the update option later to save it once again.
- Type in the name of the file: EX A97R000?
- Select "EDIT"
- Select "FIELD ENTRY"
- Use your mouse to move to the first field or the field that you last stopped entering data previously.
- Continue entering information until you are ready to save the file.
- To UPDATE: Move your mouse pointer to the top of the program and select "DATA".
- Select "UPDATED RECORD"
- Select "OK"
- Your Record has now been updated.
- Once you are finished filling in this form, you will need to print it to ".pdf" and save it in the "P:_____" directory.
- Select "FILE"
- Select "PRINT FORM"
- Select "SETUP"
- Change the printer to the ".pdf Writer" printer driver.
- Select "OPTIONS"
- Change Scaling to **95%.**
- Click on OK three times.
- Select "PRINT"
- When the box pops up, change the drive to "P:\"
- Select your Central Project Directory.
- Save the file in this directory as SF1442_1, DD1707_1, or DD254_1 for the front page. You will have to fill out the back of these forms after you are finished with the front. Follow the same instruction above to complete the back of these forms. When you get ready to save the back side of these forms, save them as SF1442_2, DD1701_2, and DD254_2.
- NOTE:
  - The FAR Master Form Program has a few bugs that I will be getting with the vendor to solve. It seems that on the SF33 form, the number of pages field is not wide enough to allow for three digits. Until we can get this corrected, we will have to scan this one form into the system. Either Contracting Division or Specifications section will be scanning these pages.

XI   CREATING THE SUMMARY.PDF FILE:

- There are three items that are going to be placed on the CD ROM and Internet to aid the bidder. These are:
  - Summary of Project (Synopsis)
  - Plan Holder's List

- Printing Services List
  - The summary is a brief description of your project. You can
    get this from your synopsis. Either retype it or cut and
    paste it out of your Pertinent Data Sheet into a
    WordPerfect file that you can then print to the .pdf printer
    driver.
  - The Plan Holder's List and Printing Services List, can be
    found on Contracting Division's Home Page. Go to this page,
    select your job, view the complete Plan Holder's List and
    Print it to the .pdf printer driver instead of your HP Laser
    jet printer. Save the file to the P:\ project directory.
    Do the same procedure with the Printing Services List.
  - Go to the P:\ projects directory and scroll all the way to
    the bottom.
  - You now have all three items above in .pdf format. Use the
    directions for inserting below to make one .pdf file called
    Summary.pdf. The Summary.pdf file should only contain the
    three items above. Do not incorporate this file into the
    over-all solicitation .pdf.

XII ADDITIONAL .PDF CONVERSIONS:

  - If you have any other sections such as evaluation criteria,
    scopes of work, bidding schedules, notes to bidding
    schedules, etc..., you will have to convert these files into
    the .pdf format and save them to the project directory on
    the P:_____ drive. To do this, you will print to the .pdf
    printer driver under the printer options. Change to the
    P:____ drive and print and save it in that directory. The
    system will save the file as a .pdf file in your project
    directory. It does not matter what program your additional
    data is in as long as the program is a Windows program (i.e.
    Quattro Pro for Windows, Far Master Forms Program for
    Windows, WordPerfect for Windows, Word for Windows, Excel
    for Windows, Power Point for Windows, Harvard Graphics for
    Windows, or any other Windows based program).
  - I cannot list all of the individual pieces that you intend
    to place into your specific solicitation within these
    instructions. Therefore, if you have anything in addition
    to the sections already mentioned, you will have to convert
    that particular document into the .pdf format and place it
    in the project directory.
  - After you have saved all of your individual pieces of your
    solicitation into the project directory, you will then be
    ready to begin bookmarking and index linking.

XIII.   USING ADOBE ACROBAT TO CREATE THE SOLICITATION:

  - **Explanation:** There are two version of Adobe Acrobat. First,
    there is the Adobe Acrobat Exchange. This program allows
    you to "Bookmark" and "Link" files together to insure an easy
    way to move around within the document. With this program,
    you are able to manipulate the ".pdf" file. Now, the other

version of Adobe Acrobat is the Adobe Acrobat Viewer. The
only thing that this program does is allow someone to view
the ".pdf" file. You cannot manipulate the files with this
version. This is the version of Adobe Acrobat that is
freely distributed to our contractors from the Internet and
on the CD ROM. Now with that behind us, let's continue.

- **You will need to begin placing the entire solicitation
  together yourself.**
- Double Click on the Adobe Acrobat Icon.
- You will begin with the first page of your solicitation, the
  Cover page.
- Double click on the first file that you want displayed in
  order to open it. This first file is the cover page. If
  you have not already created this cover page, you will have
  to create it and convert it to .pdf file format. These are
  the types of files that I was referring to in section "XI
  ADDITIONAL .PDF CONVERSIONS" above.
- After you have opened the cover page file, the first thing
  that you will want to do is save the file to a different
  name.
- Select "FILE"
- Select "SAVE AS"
- You will name the file with eight digits from your
  solicitation number A97R000?. This will be your
  solicitation .pdf file. This is the file in which you will
  incorporate all of the pieces of the solicitation.
- Make sure that you save the file to your Central Project
  Directory.

- You will want to bookmark this page as the "Cover Sheet".
  This is the first page that the bidder will see when he
  opens the electronic solicitation file.

A.   **Placing Bookmarks within your Solicitation:**

- **Explanation:** Bookmarks allow the person viewing the
  specifications to more easily navigate through the CD or
  Internet text pages. By selecting a bookmark named SF1442,
  the program will instantly take you to the beginning of the
  section. This is much better than having to scroll through
  hundreds of pages to find the clause that you want to read.
   To establish the bookmark, you will do the next few steps.

- After you have saved your Cover page file to your
  solicitation file name, you are now ready to place your
  first bookmark within your solicitation.
- The page that you want to bookmark should be displayed in
  the display window of Adobe Acrobat.
- Move your mouse to the top of the screen and select
  "DOCUMENT".
- Select "NEW BOOKMARK".
- You will see a bookmark appear in the upper left hand corner
  on the left side of a divider.

        –   Type the name of the section. Example "COVER PAGE".

        –   In order to initiate this bookmark, move your mouse arrow down blow it and click the left mouse button on the blank portion of the screen. Don't ask me why, but this completes the bookmarking procedure.

        –   The bookmark is now ready to be used.

        –   You will notice that when you move the little mouse hand over this new bookmark, a finger pops up and points to the title of the section. You have completed the first bookmark.

B.   **Formatting the Adobe Acrobat View Options:**

        –   You will now want to format your file for a certain view so that when the bidder opens the file, he will view the file in the manner in which you want him to view it.

        –   Adobe Acrobat gives you the option of displaying the opening page as page only, displaying the page with bookmarks, or displaying the page with Thumbnails. We are not using the thumbnails option, and we want the bidder to be able to see the bookmarks. Therefore, we will be using the option to display the bookmarks with the page. To set this up, follow these instructions:

                –   Move your mouse pointer up to the top of the screen and select "FILE".

                –   Select "DOCUMENT INFORMATION"

                –   Select "OPEN"

                –   Select "BOOKMARKS AND PAGE"

                –   Select "MAGNIFICATION"

                –   Select ""FIT VISIBLE"

                –   Click on the "OK" button.

                –   Move your mouse pointer up to the top of the screen and select "FILE" once again.

                –   Select "SAVE".

                    This will save your settings.

        –   You are now ready to begin inserting pages/sections/files into your solicitation .pdf file.

C.   **Inserting Pages/Files into your Solicitation:**

        –   You must have your solicitation file open and you must be located at the last page of the section with which you want to merge a file.

        –   **WARNNING:** You don't want to insert an entire section of clauses into the middle of another section of clauses. You therefore want to be able to visibly see, in the display Window of Adobe Acrobat, the last page of the section that comes before the section that you are about to insert.

        –   Move the mouse hand up to the top of the screen and select "DOCUMENT".

        –   Select "INSERT PAGES".

        –   A box will pop up on the screen asking you to "SELECT FILE TO INSERT". You will probably have to change the current

directory to find your file. Remember, that your files are
in the P:_____ directory. Once you are in the appropriate
directory, select the file that you want to merge with the
section that is presently open. This file should be the
second page of your solicitation.

- After you have selected the file that you want to insert, a
box will pop up and give the option to insert the file
before or after the page that is being displayed in the
window.

- You are presently at page one of the solicitation. You will
use the option to insert the second page "AFTER" the page
that you are viewing in the Display Window.

- Select "OK" to merge the two files.

- You now have both sections combined into one file. Be sure
to save this file.

- Follow the above directions to insert all pieces of your
solicitation.

D.   **Linking the Clause Title to the Full Text Clause within your
Solicitation:**

- **Explanation:** The reason that you will want to link a
title to its full text version is so that you can
easily move around in the program. You will create an
invisible link behind each clause title. You will
then be able to select any clause title from the
index, and the program will instantly take you to the
full text clause.

- **NOTE**: You have just completed inserting all of your
individual sections into the one solicitation .pdf
file. If you have not completed inserting each of
your individual sections, then please do this before
you proceed with the next step.

- You will begin by going to your first section that
contains clauses.

- Locate the first clause title from your index page.

- Move your mouse to the top of the screen and select
the chain link symbol on the button bar.

- You will now see a cross on your screen.

- Move the cross to the top left hand side of the clause
title in the index.

- Hold the left mouse button down and move the cross
down and to the right until a box has totally enclosed
the title.

- A "CREATE LINK" box will now pop up on the screen.

- Change only two options.
  - Change the "TYPE" to "INVISIBLE
    RECTANGLE".
  - Change the "MAGNIFICATION" to "FIT
    VISIBLE".

DO NOT CHANGE ANYTHING ELSE WITHIN THIS BOX.

- Move your mouse arrow up to the top of the "CREATE LINK" box and touch the solid title bar by clicking and holding down the left mouse button.
- Do not release the left mouse button. Move this "CREATE LINK" box to the right hand corner so that it is out of your way. You want to make sure that you can see what page you are on.
- Using the scroll bar to the right, or using the Page forward Option on the button bar, move through the Text until you find the full text version of the title/clause with which you are about to link. (AFTER YOU HAVE LINKED SEVERAL CLAUSES, YOU MIGHT WANT TO JUST USE THE PAGE FEATURE AT THE BOTTOM OF THE PAGE TO JUMP DIRECTLY TO THE PAGE ON WHICH YOU WANT TO PLACE THE LINK.)
- As soon as you have the full text clause <u>at the top of the Display window</u>, move your mouse arrow back down to the "CREATE LINK" box and select "SET LINK".
- The system will then automatically Link the title, to the full text clause. The system will also relocate your Display Window back to the index page.
- Repeat these steps until all of your titles in the index have been linked with the full text clause.
- Make sure that you frequently ***SAVE*** your file so that you will not lose your work!
- **Use Adobe Acrobat Exchange to link the rest of your Sections**. Follow these same instructions for each section.
- Again, make sure that you save these files frequently when you are working on them so that you will not lose your data.
- Once you have completed linking all of you sections, you will then be ready to get the file placed on the CD ROM and the Internet.

XIV. <u>PLACING THE DATA ON THE CD ROM AND THE INTERNET:</u>

After you have completed your solicitation file by following the above steps, you will then need to create the .CON file and copy the solicitation files over to the solicitation directory.

A.   **<u>Creating the .CON Files:</u>**

- The .CON file is the file that tells the "CONTRACT VIEWER" project specific information. This is the wording behind the "CONTRACT VIEWER". When you first open a .CON file <u>with the "CONTRACT VIEWER"</u>, it tells you when the bid opening date is. When you move your mouse pointer over the buttons on the "CONTRACT VIEWER", you notice that it tells you what is behind each button i.e. clauses, specs, drawings, etc... When you click on the buttons, it automatically starts Adobe Acrobat or Source View depending on what you are trying to view. All these things have to be written down in a file that the "CONTRACT VIEWER" opens and

reads for its instruction on how to proceed with the files for your solicitation. You will have to enter this information. Now don't panic! It is not that hard. I have done some things for you that will make a little easier.
- To create the .CON file for your solicitation, follow the following directions:
  - Select "START"
  - Select "PROGRAMS"
  - Select "ACCESSORIES"
  - Select "NOTEPAD"
  - The notepad program starts and comes up on your screen.
  - Select "FILE"
  - Select "OPEN"
  - Change the directory or the "LOOK IN" area to read F:\
  - Double Click "CT"
  - Double Click "COMMON"
  - Double Click "EBS"
  - Double Click "CONFILE"
  - Change the "FILES OF TYPE" to read "ALL FILES *.*"
  - You should now see two files. One file is a "solicitation .con" file. The other file is an "amendment .con" file.
- Since you are creating the .CON file for your solicitation, you will need to open and edit the "solicitation .CON" file.
- Double Click on the A97B000?.con file.
- You now see that this is just a Text file in which you can type your project specific information.
- Edit this file to be specific to your solicitation.
- The .con file is broken out into several sections:

  - PROJECT
  - NOTES
  - CLAUSES
  - SPECS
  - DRAWINGS
  - VIEWERS

  (YOU CAN CHANGE ALL INFORMATION AFTER THE "=" SIGN, BUT DO NOT CHANGE THE INFORMATION BEFORE IT!)

PROJECT:

Enter the solicitation number, title, due date and notice. The notice is the bid opening date or proposal due date. Change it for whatever is appropriate.

NOTES:

Contract Summary, Plan Holders List, Printing Sources and go in this area. When looking at this portion of the .CON file, you will notice that it has the following information:

ITEM01 =   Contract Summary, Plan Holders List, Printing

```
                    Sources|Specs\Summary.pdf
        ITEM02 =    Safety Manual EM 385-1-1|Specs\385_1_1.pdf
```

- **ITEM01 =** means that the text and file listed after the equal sign will be the first ITEM to be displayed under that button. If it had ITEM 02, then the text and file listed after that equal sign would be the second to be listed under that button.
- While looking at the above example, note that the words "Summary, Plan Holders List, and Printing Sources" are the exact title that will be displayed when the contractor or you touch that button on the Contract Viewer.
- **|Summary.pdf**   The vertical bar in front of the file called Summary.pdf appears on most keyboards as a vertical bar with a space in the middle. It is generally on the same key as the Backward Slash key(\). This vertical bar separates the title of the section in the above example from the actual file containing those items discussed in the title. The actual file is the Summary.pdf file. To create the Summary.pdf file, refer to the section "Creating the Summary.pdf File".
- Make sure that you have saved your Summary.pdf file in the project directory on the P:\ drive.
- **ITEM02** deals with the Safety Manual. This follows the same procedure above. Don't change anything in this area. It is already set.

CLAUSES:

- You will not enter anything in this section. Again, this section was created for a time when we had our sections broken out into separate .pdf files. We no longer need anything under this button.

SPECS:

- Think of this section as the all encompassing solicitation section instead of just clauses. When the button bar was created, we had each section broken out into a separate file. Therefore, the Technical Specification Section was separated from the Clauses and Forms. To simplify things for the contractors and make it easier to do Text Search and Print, HQUSACE has decided to place all of the individual .pdf files into one solicitation .pdf file and call it the solicitation number. EX: A97B000?.pdf
- You will most likely only change one thing in this area. You will change the solicitation file to be specific to your solicitation. Edit the number to reflect your solicitation number.
- Make sure that you have saved your A97B000?.pdf file in the A97B000?/Spec directory of your solicitation on the S:\ drive.

DRAWINGS:

- You will not enter anything in this section. If there are drawings in your solicitation, CADD section will be taking care of this.

VIEWERS:

- Leave the settings alone, don't worry about the way it is setup.
- You will want to make sure that the two viewer directories are listed under the root directory of your solicitation directory. Refer to instructions on Solicitation Directory Structure.

- After you have completed editing the .CON file to be specific to your solicitation, you will need to use the SAVE-AS option to save your file as your solicitation name.
- Select "FILE"
- Select "SAVE AS"
- Change the directory or the "LOOK IN" area to read S:\
- Double Click the directory that has your solicitation number.
- You are now in the root directory of your solicitation. This is where you are going to save your file.
- You will save **three versions of your file**.
- Use the "SAVE AS" function to name the file three different names.
- Name your files in the following manner:
    - **A97B000?.con**
    - **Current.con**
    - **Original.con**
- I know you are wondering why there are three different names for the same file. The answer is that the files will not be identical. You will edit one of them after you have saved it. What about the other? Well, the other would be changed also if you had drawings in your solicitation. However, even if you don't have drawings in your solicitation, we have to use the same procedure in order to have ease of understanding for those accessing the files through the LAN. They are looking for certain file names (Current and Original). If those files are not there, then they will be confused. If you want more of an explanation on this, come see me.
- Now that you have there .CON files in your solicitation, you will need to edit the CURRENT.CON file.
- Use the procedures discussed above and get into the Notepad program. Change directories and open the CURRENT.CON file.
- You will edit one area for now. Change the directory under the SPECS section to reflect that the A97B000?.pdf is in the CURRENT\ directory. EX:

Item01= Contract Clauses & Forms|specs\A97b000?.pdf

Change to:

Item01= Contract Clauses & Forms|current\A97b000?.pdf

- You have just completed creating and saving your .CON files for your solicitation.
- Contact either the CADD systems group or Specifications/Cost Estimating in order to get a pre-master compact disk made to send to the contractor.
- Notify CADD systems group to move your file onto the WEB directory. Don't worry, your file will not show up on the web until the issue date.

B.   **Moving your Completed Solicitation Files to the "SOLICITATION DIRECTORY":**

- The solicitation directory is on the S:_____ drive. On this drive, a directory has been created with the solicitation number. It will look like this: S:\A97R000? (Substitute you project solicitation number for the above.)
- You will have three .pdf files that you will place into the **S:\A97B000?\SPECS** directory.
  - A97B000?.pdf   (Solicitation)
  - Summary.pdf   (Summary, Plan Holder's List, and Printing Service List)
  - 385_1_1.pdf   (Safety Manual)
  - The first two files should be in your project directory on the P:\ drive. The last file, 385_1_1.pdf can be found in the root directory of the P:\ drive. Instead of going into a specific project directory, scroll all the way to the bottom until you see the 385_1_1.pdf file.
  - To copy your solicitation file into the solicitation Specs directory, use the "Explorer" under Windows 95.
- You will also want to copy these files into the CURRENT\ directory under your solicitation. Both of these directories are on the same s:\ drive.

  Windows 95 Explorer:

  - Move your mouse over the "Start" button.
  - Touch your right clicker.
  - Click on the word "Explore".
  - The Explorer program will pop up on the screen.
  - Use the button on the scroll bar to your left to scroll down until you see the P:_____ drive. Double click on your project directory   . Click on the Summary.pdf and A97B000?.pdf files Touch the right clicker on the mouse and select copy. You have now just copied your file. You will now have to paste it to the S:____ drive.
  - Use the scroll bar to find the S:____ drive. Double click on the S:\.

-    Find your specific solicitation directory. Double
     click on this directory.
-    Hit your right clicker on the mouse. Select "Paste".
-    You have just pasted your file into the solicitation
     directory.
-    Now change the directory to the CURRENT\ directory.
-    Hit your right clicker on the mouse. Select "Paste".
-    You have just pasted your file into the CURRENT\
     directory. You will keep the file in the CURRENT\
     directory up to date.
-    Go back to the P:\ drive and copy the 385_1_1.pdf
     file. You will then change back to the S:\ drive and
     paste this last file into your solicitation directory.

C.   **Placing Solicitation File Information in the ECBMS Program:**

In order for the Solicitation to be displayed on the Internet, you
need to take a few more steps. You must enter the file
information into the ECBMS program. The ECBMS program controls
what is displayed on the Web. In order for the solicitation files
to be displayed on the Web page, you must enter the exact wording
that you want to be displayed and tell the ECBMS program where you
have placed your files.

To complete this task, follow these instructions:

-    Enter the ECBMS Program.
-    Select your solicitation by clicking on the box that
     contains its description.
-    Select "ATTACH"
-    You will now see "FILES" and "INTERNET"
-    You will select the "FILES" option.
-    A box will pop up on your screen giving you the option
     to begin entering file information.
-    The columns that you will enter are as follows:

     -    Amend:
     -    Type:
     -    Title:
     -    Name:
     -    Size:

Amend:
     -    Enter "0" because this is not an amendment.

Type:
     -    You have several options here. Enter whatever
          is appropriate.
          -    ATT   (attachments)
          -    DWG   (drawings)
          -    SPC   (Specifications and amendments)

Title:
- Enter the title that you want displayed on the web. EX: Contract Clauses & Specifications

Name:
- Enter the exact name of the file.   EX: A97B000?.pdf

Size:
- Enter the exact size of the file. Use the detailed option under the File Explorer to see the size of your file.

   You have just completed telling the ECBMS program what Solicitation files that you want displayed on the web.

D. <u>**STRUCTURE OF THE SOLICITATION COMPACT DISK:**</u>

- The compact disk will contain the following directories and files.

   ACROREAD   (SPECIFICATION VIEWER)
   SPECS   (SOLICITATION PDF FILES)
   A97b000?.con   (CONTRACT VIEWER BUTTON BAR
                          SETUP FILE)
   adobe.txt   (ADOBE INSTRUCTIONS)
   amcdins.txt   (COMPACT DISK AMENDMENT
                          INSTRUCTIONS)
   amdskins.txt   (FLOPPY DISK AMENDMENT
                          INSTRUCTIONS)
   contract.exe   (STARTS CONTRACT VIEWER)
   contract.hlp   (CONTRACT VIEWER HELP FILE)
   readme.txt   (BIDDER INSTRUCTIONS)

- It does not contain the CURRENT\ directory because there have not been any amendments.
- <u>Contact Specifications Section</u> (Milton Schmidt/Terry Vitt) in order to get a Pre-Master CD made to send to the reproduction contractor.

XV. <u>REPRODUCTION OF SOLICITATION AND AMENDMENTS:</u>

A.   **Original Solicitation** – Compact Disk: After you have had a Pre-Master Compact Disk created for your solicitation, you will need to send it to the reproduction contractor for mass reproduction. You will need to fill out the attached form and send it yourself. Refer to the attached form - it is self explanatory.

- Turn-around times are (3 day, 5 day, 7 day, and 10 day). You will need to coordinate with your Project or Engineering Manager to choose the correct turn-around time frame. The shorter the turn-around the higher the cost.

B.   **Amendments:** Specifications Section has the Floppy Duplicator to reproduce your amendments. Coordinate with the early in order to get your order scheduled.

XVI. <u>AMENDMENTS</u>   <u>**(FOLLOW THESE DIRECTIONS FOR EACH AMENDMENT)**</u>

A.   <u>**Introduction:**</u>

–   When Amendments are issued, this means that the Original solicitation has changed. It is therefore necessary to change the original electronic files in order to issue an electronic amendment. With this new process, we have another option that is available to us electronically. We have always had the ability to look at a paper copy of the solicitation and amendments. In the past, we have had to post our amendments as they were issued. This will be done electronically now and be available as a viewable option. <u>We will now be able to view a solicitation in which all</u> <u>amendments have been incorporated.</u> You will be doing the updating yourself. This will benefit the entire District.

–   Everyone has a program installed on their computer called the **CONTRACT VIEWER**. This program, when executed, displays all electronic projects. Through the use of this contract viewer, we each have the capability to view any solicitation in its entirety right on our computer screen.

–   When the CONTRACT VIEWER is executed, the user will see, as discussed above, each solicitation directory. The user will need to double click on the solicitation directory of which they want to view. In this directory will be three files. All three files have the same extension. This extension is ".con". This first of the files is the solicitation number (A97B000?.con)and is placed on the compact disk for distribution. You will not be using this file. The second file **(Current.con)** is the up to date file. This is the file that you would click on if you wanted to view the solicitation with all issued amendments incorporated to date. The third file **(original.con)** is the file that you would click on if you wanted to view the original solicitation as issued. Using this file allows you to view the original solicitation, and each individual amendment. Amendments have not been incorporated.

B.   <u>**Creating the Amendment:**</u>

–   Remember when you converted your files in WordPerfect to .pdf so that they could be viewed in Adobe Acrobat? Remember how you developed one large file with all of your sections? Remember how you pieced it together one section at a time? Well, you get to do some of these things again!!

–   You will still have all of your files on the P:\ drive. If you remember, you saved your WordPerfect

        (.wpd) and Adobe Acrobat (.pdf) files to your project
        location. You then pulled all of these files into one
        large file that you called your solicitation number.
        Your individual sections that you manipulated in
        WordPerfect are still located in this project
        directory.

  –   If you have a change to one of these sections, then
        you will enter into WordPerfect, go to the P:\ drive
        and your project directory, and pull that section into
        your word processor.

  –   **Make the necessary changes to the section, underline
        them, and place the Amendment No. out in the margin
        next to the change. The Amendment No. should look
        like this (#?). Substitute the amendment number for
        the ?. You can get into the margin by hitting your
        Shift Tab. You will also want to place a Header
        labeled "Accompanying Amendment No. 000? to
        Solicitation No. DACA63-97-B-0???" so that further
        indication will be made that it is an amendment**.

  –   You will then save this file as "??????a1.wpd"
  –   This represents Section ?, Amendment No. 1.
  –   After you have made your changes to the Section, you
        will then convert the file to .pdf so that it can be
        viewed in Adobe Acrobat. Save it as the same name ex:
        ??????a1.pdf

  –   The only difference between this file and your
        WordPerfect file is the extension. One file ends in
        .wpd, and the other file ends in .pdf.

  –   Follow the same steps for all of your changes.
  –   Don't forget that the SF30 is in the Far Master Forms
        program. You will need to fill this out and print to
        .pdf.

  –   You are now ready to insert your changes into one file
        called **am_000?.pdf.** Refer to previous instructions on
        how to Insert files.

  –   Once you have completed the amendment file, you will
        need to save this file into its own directory labeled
        Amend0? under your solicitation directory on the S:\
        drive.
        Ex: a97b000?\amends\amend0?\
        Subsitute your amendment number for the ? .

  –   You will probably have to create the Amend0?\
        directory. Follow previous instructions on how to
        create a directory using the Windows 95 Explorer.

  –   You now have to update your "Current" solicitation
        file.

C.   **Updating your Solicitation to be Current:**

  –   Take a look back at the Directory Structure on the S:\
        Drive which is referenced above. You will notice that
        it has a directory called CURRENT\.

  –   This directory will contain all the updated files.
        This means that when you have a change because of an

amendment, you will have to update the original files
and save them in this directory. You will only place
the .pdf files in this directory. Since your
solicitation is mainly one file, A97B000?.pdf, then
you will be deleting old sections and replacing them
with new sections. Refer to the instructions "**To
Extract, Delete, and Insert Information in Adobe
Acrobat**".

- **NOTE:** You will update only the files in the CURRENT\
  directory. Leave the original files in the SPECS\
  directory alone. These files must stay "AS ISSUED".

D.   **Preparing the Amend0?.CON file:**

- Yes, we are back to the .CON file again! This time
  however, we will be creating an Amend0?.CON file.
  Substitute the appropriate amendment number for the ?.
- The Amendment .CON file is extremely similar to the
  solicitation .CON file. However, there are
  differences.
- Refer to the instructions on how to prepare the
  solicitation .CON file in order to get into the
  Notepad program. Continue with these instructions
  when you are ready to pull up the Amend0_.con file.
- Open the Amend0_.con file.
- As you can see, there are two categories that you will
  have to update:
  - Project
  - Amendments

  PROJECT:

  - Enter the Contract No, Title, Due Date, and
    Notice.

  AMENDMENTS:

  Item 1 = Amendment No. 1 Specifications|Amends\amend01\am_0001.pdf

  - Just as in the solicitation .CON instructions,
    you will be entering the information after the
    "=" sign.
  - "Amendment No. 1 Specifications" in the above
    example is the title of the amendment that will
    be displayed on the CONTRACT VIEWER BUTTON BAR.
  - The Vertical Bar "|" separates the title from
    the directories and the file name.
  - The directories in the above example are AMENDS\
    and AMEND01\. Refer to the directory structure
    for Amendments to see the big picture.
  - The file name in the above example is
    am_0001.pdf.
  - The above example takes care of amendment #0001.

Item 2 = Latest Plan Holders List|amends\amend01\planhold.pdf

- You will notice in Item 2 that we have included the latest Plan Holder's list in the amendment. We will do this each time we issue an amendment. You will have to follow the instructions for getting the new Plan Holder's list into the .pdf format. In this example, you would save the list as <u>planhold.pdf</u>.

- **IMPORTANT:** Edit the Amendment .CON file and save it to your particular solicitation directory on the S:\ drive. You will save it to the **<u>A97B000?\Amends\</u>** directory.
- You will only be able to use the .CON files in this directory for the first amendment. After this, you will need to find your last Amend0?.con file and update it.
- To update the first amend0?.con file, open it and edit the file to show changes.

PROJECT:

- Enter the Contract No, Title, Due Date, and Notice. This time, you will

E. **<u>Updating the Current.CON File:</u>**

- Remember the CURRENT.CON file? You have to go back and update that file! Follow the instructions for Creating the .CON file above and get into the Notepad program.
- Go to the S:\ drive and open your particular solicitation directory.
- Open the CURRENT.CON file. Remember that you need to change the File Type from .txt to *.* in order to see all the files in that directory.
- When you have the file open, you will make the following changes:
- Solicitation Due Date:
- Notice:

SOLICITATION DUE DATE:

- Give the current due date.

NOTICE:

- Change the due date here also.
- You will take one additional step here. Type the following message after the due date:
- Last amendment incorporated 000?

- This will display when someone opens the CURRENT.CON FILE. This lets you know how up to date or current your solicitation actually is.
- **IMPORTANT**: Always remember to come back to this file after every amendment and change this message so that the rest of the District knows that you have updated the solicitation THROUGH THE LATEST AMENDMENT.

F.   **Preparing the Amendment on Floppy Disk:**

      Directory Structure:

      - The following structure of directories and files will be placed on each floppy disk.

        ```
        AMENDS\
              AMEND0?\
        amdskins.txt            (FLOPPY DISK AMENDMENT
                                 INSTRUCTIONS)
        Amend0?.con             (AMENDMENT INSTRUCTIONS FOR
                                THE CONTRACT VIEWER)
        ```

      - Subsitute your amendment number for the ? .

      - IT WILL BE YOUR JOB TO MAKE SURE THAT YOUR AMENDMENT WILL FIT ON ONE OR MORE FLOPPY DISKS. YOU MAY HAVE TO BREAK OUT YOUR AMENDMENT INTO THREE FILES SO THAT YOU CAN PLACE ONE FILE ON EACH FLOPPY. IF YOUR JOB WOULD REQUIRE MORE THAN ONE FLOPPY, YOU WILL FOLLOW THE COMPACT DISK AMENDMENT APPROACH.

G.   **Preparing the Amendment on Compact Disk for Amendments that would take more than Three Floppy Disks:**

      Directory Structure:

      - The following structure of directories and files will be placed on each compact disk.

        ```
        ACROREAD\                       (SPECIFICATION VIEWER)
        AMENDS\                         (AMENDED FILES DIRECTORY)
              AMEND0?\
                    Am_000?.pdf     (ACTUAL AMENDMENT)
                  SPECS\
                    a97b000?.pdf     (INCORPORATED SOLICITATION PDF FILES)
        ```

Amend0?.con	(AMENDMENT INSTRUCTIONS FOR THE CONTRACT VIEWER) - Place in AMENDS\ Directory.
A97b000?.con	(CONTRACT VIEWER BUTTON BAR SETUP FILE)
adobe.txt	(ADOBE INSTRUCTIONS)
amcdins.txt	(COMPACT DISK AMENDMENT INSTRUCTIONS)
contract.exe	(STARTS CONTRACT VIEWER)
contract.hlp	(CONTRACT VIEWER HELP FILE)
readme.txt	(BIDDER INSTRUCTIONS)

- You will first update the A97B000?.pdf under the CURRENT\ directory. After you have updated this file, copy it to the SPECS\ directory in the above directory structure. The SPECS\ directory in the above directory structure is a sub-directory of AMEND0?\.

H. **Placing Amendment File Information in the ECBMS Program:**

- After you have created the amendment file, you will need to update the ECBMS program so that the amendment can be displayed on the Web.
- Enter the ECBMS program.
- There are two places in which you have to tell the ECBMS program that there is an amendment.
- The first area tells the Internet what the file name is.
  - Select your solicitation by clicking on the box that contains its description.
  - Select "ATTACH"
  - You will now see "FILES" and "INTERNET"
  - You will select the "FILES" option.
  - A box will pop up on your screen giving you the option to begin entering file information.
  - The columns that you will enter are as follows:

    - Amend:
    - Type:
    - Title:
    - Name:
    - Size:

  Amend:
  - Enter the number of the amendment

  Type:
  - You have several options here.
    - ATT   (attachments)
    - DWG   (drawings)
    - SPC   (Specifications and amendments)
    - You will enter SPC (spec) for amendment.
  Title:
  - Enter the title that you want displayed on the web. EX: Amendment No. 1

Name:
- Enter the exact name of the file.   EX: Am_0001.pdf

Size:
- Enter the exact size of the file. Use the detailed option under the File Explorer to see the size of your file.

  You have just completed telling the ECBMS program what files that you want displayed on the web for Amendment Number ?.

- The second area is also for the amendment process. This area places the Amendment name on the main "Description of Advertised Solicitation" page. This stands out when the bidder looks at the page for the first time.
- To enter information in this area, follow these instructions:
  - Select your project from the list.
  - Select "CONTRACT"
  - Select "AMENDMENTS"
  - You only have two options to fill in here:
    - Amendment Date:
    - Amendment Number:
  - Enter the appropriate information for your amendment.
  - Hit the "X" to exit. This will save your work.

I.   **To Extract, Delete, and Insert Information in Adobe Acrobat:**

- Select "DOCUMENT"
- Select "EXTRACT PAGES"
- Enter the number of pages that you want to extract, delete and replace.
- Click the check box so that you will delete the info from your solicitation after you extract it.
- Click "OK"
- Click "Yes" to delete the page/pages
- You have just extracted the page/pages from your solicitation file.
- You now have the option of saving the extracted file to a new name.
- Explanation:
  - This is what happens: Adobe Acrobat extracts the information that you want to replace from the solicitation file. It then shows you the information that has been extracted and gives you the option of saving it.
- Click on the "File" option on the Menu in the upper left hand corner and select "Close".
- The program will ask you if you want to "Save Changes from ?". Click yes to save, or no to continue.
- If you select "Yes" to save, then you will have to name the

        new file. Make sure that you call it something like "Old".
        This way you won't get it mixed up with your current files.

- If you select "No", the extracted file/page/pages that you are looking at will disappear. You will then be left staring at the solicitation file.
- NOTICE: The page that you want to replace is now gone.
- Save the file.
- You will now want to insert your changes into the solicitation.
- Refer to number "XI" for info on accomplishing this task.

J.   **Replacing a page/file in Adobe Acrobat:**

- After you have completed your solicitation, you may find that you want to replace a page in the electronic solicitation file.
- Go to the page you want to replace in Adobe Acrobat.
- Move the mouse pointer up to the top left hand corner of the screen and click on "DOCUMENT".
- Select "REPLACE PAGES".
- A box pops up in the window allowing you to go get the file that you want to replace the current page with.
- Once you have selected the replacement file, a "Replace Pages" box appears. This box allows you to replace just one page or several pages with the new information. Notice, that if only one page is going to be replaced, then the top number will show a range of one page. Notice also, at the bottom of the box, that it tells you how many pages your replacement file has. Select the number of pages in this box that you want to replace.
- Select "OK".
- Your pages have been replaced.
- Save your file.

XVII.   **VIEWING THE SOLICITATION**

A.   **CD ROM:**

- The CD ROM contains both Adobe Acrobat and Source View. In order to properly view the CD ROM, you will need to follow the instruction listed in the README.TXT file on the CD ROM itself.
- Get into WordPerfect and access the "D" drive.
- Double click on the README.TXT file.
- Print the file and follow the instructions.

- The instructions tell you to double click on the "Contract.exe" button.
- A little program will pop up on your screen.
- After you click on the "Contract.exe" button, a message will pop up and tell you what the bid opening date is.
- Look at the button bar. From Left to Right, these are the

buttons:
  - Open Contract, Close Contract, Contract Forms & Clauses, Specifications, Drawings, Amendments, Help, Exit
- Practice moving through the options to become familiar with the program.

B. **Viewing a Solicitation through the LAN:**

- I have installed an icon on your machine. It is either on the desktop or it is under the Start, Programs, Contract, Contract Viewer.
- Click on this Icon. The Contract Button Bar discussed above will pop up on the screen.
- The difference between this and the CD ROM is that the Contract Viewer on the CD automatically opens the solicitation that you want to view. You will have to specify the solicitation that you want to look at.
- Click on the "Open Contract" button of the bar.
- You will see several solicitations in the window to your right.
- Double click on the solicitation that you want to view.
- After you double click on your solicitation, you will notice that a solicitation file with the extension ".con" shows up on the left side of the window.
- Double click on the solicitation ".con" file.
- From this point forward, it is pretty much the same as the instructions for the CD above.

C. **Netscape:**

- To view the solicitation on the Internet, you will have to properly set up the two programs in your Netscape program as "Helper Applications".
- Enter Netscape
- Select "Options"
- Select "General Preferences"
- Select "Helpers"
- Select "Create New Type"
- Type "Graphical Viewer" for "Mime Type:"
- Type "Adobe Acrobat for "Mime Sub type:"
- Click "OK"
- Enter "pdf" for the file extension.
- Click on "Launch the Application"
- Click on "Browse"
- Find the "Acroexch" or "Acroread" directory on your c:\ drive, or the directory in which you downloaded the Acrobat Reader if you do not already have Adobe Acrobat Exchange installed on your computer.
- Double Click on the Directory.
- Click on the "Acroexch.exe" file or "Acroread.exe" file, whichever applies.
- Click "OK"
- Your Browser is now associated with Adobe Acrobat.

- Do the same thing with "Source View".
- You may have to download "Source View".
- The Web Page for Electronic Solicitations gives good directions for this.

Reproduction Oder for CD ROM

Mail Date of Order: _____

FedEx #: _____
                          Overnight Mail

Call #: _____

Order sent to:

> Wings Digital Corporation
> 10 Commercial Street
> Hicksville, NY 11801

_____

REQUIREMENT:

In accordance with Contract No. DACW63-97-D-0004, Indefinite Delivery Contract for Duplicating Compact Disks (CD ROM) and Floppy Disks for the Fort Worth District, Corps of Engineers, Fort Worth, Texas, the following is required by this order:

Solicitation No.: _____

Title: _____

_____

_____

Location: _____

Number of Copies: _____

Turn Around Period: _____ days.
        Example: For 3 day turn-around.   If contractor receives the compact disk from the Corps of Engineers on Saturday, all copies are to be Overnighted to the Fort Worth District by 11:00 a.m., local time, the following Tuesday.

Questions: (817) 978-2158   Marilyn Carter

Send all copies to: US Army Engineer District, Fort Worth
                          ATTN: CESWF-IM-S (Marilyn Carter)
                          819 Taylor Street
                          Ft. Worth, TX 76102-0300

_____

TABLE OF CONTENTS

ELECTRONIC BID SET PROCESS
Specification Section is Involved

Complete Electronic Bid Package Procedure

Use this procedure if Specifications Section is responsible for placing your solicitation together. *When SPECS is involved*.

I.   THE ELECTRONIC DECISION:

- The Fort Worth District has made the decision that all Milcon jobs are to be issued using electronic media. If your EM tells you that his particular job is not going to be issued under the new process, he must give you a *memorandum/waiver signed by the Engineering Division Chief or designee*. Contract Specialists do not make this decision. You are to issue the job electronically unless you receive a waiver. 8(a) projects will not be issued electronically unless the customer insists. Operations projects dealing with Engineering will be issued electronically. Operations projects in which Engineering is not involved will not be issued electronically unless the customer insists.
- Until the Ft. Worth District utilizes security software which can protect the transmission of files through the Internet, we will not issue another Internet Only solicitation. We are working on getting certified for security software. The official copy of the solicitation is the CD ROM , floppy disks and fax amendments.

II.   THE SYNOPSIS:

- The Commerce Business Daily (CBD) is on the Internet now. Its address is http://cbdnet.access.gpo.gov   You can now connect to the CBD and submit your synopsis immediately. There is no longer a five day wait. Your synopsis is published the next day. Place verbiage about CD ROM/Internet into the CBD. The CBD should state the following concerning electronic solicitations: "The plans and specifications have been placed on Compact Disk(CD-ROM) and will be provided free of charge. Plans and Specifications will not be provided in a printed paper hard copy format. Notification of amendments shall be made through either 3.5" floppy disk, CD ROM, fax, and the Internet. Contractors may view and/or download this solicitation and all amendments from the Internet at the following Internet address: http://www.ed1.swf.usace.army.mil/CONTRACT ." Make sure that the above address is entered into the text of the synopsis *and* the specific area designed to make this address a hot key (Something that you click on and it takes you to that address/location). Contract Specialists will also need to enter their personal email address in the area provided for email while you are entering the synopsis into the Internet CBD. This will allow the contractor to send you email at the touch of a button.

III. <u>CENTRAL CONTRACT WEB SITE ADVERTISEMENT:</u>

***   This part of the process has been <u>eliminated</u>. You no longer have
to worry about placing information at the Central Contract Web
Site. The Internet CBD serves the same purpose as did the Central
Contract Web site. Since the CBD is now on the Internet, there is
no longer a need to place the information on this site. This
would only duplicate work at this point. You don't even need to
worry about the Tri-Service Solicitation Network. A program will
be written which will go to each contracting site and capture the
information on our "Advertised Solicitations" area and place this
information on the Tri-Service Solicitation Network automatically.

IV. <u>ELECTRONIC CONTRACT BID MANAGEMENT SYSTEM (ECBMS) PROGRAM</u>

We now have a new program. This new program will allow you to
setup the information that will be displayed on our Contracting
Division Home Page. The program has been installed on all
computers.

**NOTE: ALL PROJECTS WILL BE KEPT IN THE ECBMS PROGRAM REGARDLESS
OF WETHER OR NOT IT IS AN ELECTRONIC SOLICITATION. EVEN 8(a)
PROJECTS AND OPERATIONS PROJECTS WILL BE KEPT UP TO DATE IN THIS
PROGRAM. IF YOU DO NOT WANT THE PROJECT DISPLAYED (ex: 8(a)),
THEN SELECT "NO" TO THE "ADVERTISE THE PROJECT ON THE WEB?"
QUESTION UNDER "EDIT PROJECT".**

As an overview, you will use the program for the following tasks:

- Enter the ECBMS PROGRAM
- Establish a new Project.
- Edit the Project.
- Enter the Synopsis.
- Enter Specific information for a Pre-Solicitation
  Conference.
- Add/Update Plan Holders
- Mailing Solicitation/Amendments
- Amendments
- Bid/Award Results

A.   **Entering the ECBMS Program:**
- Double click on the ECBMS (Electronic Contract Bid
  Management System) Icon on your screen. If you do not
  have an icon, then you will need to go to the "START",
  "PROGRAMS", "CONTRACT", and the you will see "ECBMS".
- A Login box will pop up and require that you enter a
  password. This password is the same password that you
  use every morning to get into your computer. We
  didn't want to develop a new password because we
  already have too many to remember! When you do this,
  remember to have your user name in its field and your

password in its field. <u>If you hit return before entering your password, the program will not let you in</u>. *Also remember to keep your CAPS key turned off*.

– The ACCESS program will pop up on your screen and display an "Electronic Contract Bid Management System" box that shows you project titles, solicitation numbers, and project IDs . The project ID is something that the program needs. It is not something that you will need to remember.   These solicitations are sequenced by the solicitation number.

– There is currently a problem with the background of the ECBMS program. The background should disappear when you enter the program. However, for some reason, the background remains on the screen even after the you have entered into the program. To correct this, minimize the program and then maximize it once again.   You will then notice that the background is now gone.

– The menu options at the top of the screen allow you to edit the specific solicitation that **the arrow is pointing to** within this ECBMS box. *<u>Take NOTE!! If you want to change something for your project, you must have the correct solicitation selected. Always be aware of where you are in this program.</u>* You don't want to make changes to a project that is not yours!

– You will use <u>one</u> drop down menu 99% of the time. This drop down menu is called "CONTRACT". Under this menu option, you will have the following areas in which to work:
  – New
  – Edit Project
  – Synopsis
  – Conference
  – Plan Holders
  – Amendments
  – Results

– **<u>NOTE:</u>** TO SAVE INFORMATION WITHIN THIS PROGRAM, ALL YOU HAVE TO DO IS CLICK ON THE "X" IN THE UPPER RIGHT HAND CORNER OF THE WINDOW. THIS AUTOMATICALLY SAVES YOUR CHANGES.

B. **<u>To Establish a New Project in the ACCESS Database Program:</u>**

– Select "CONTRACT" on the Menu.
– Select "NEW"
– Enter the "STATUS"
– Enter the "TYPE"
– Enter the "TITLE"
– Enter the "LOCATION" (Include the State)
– Enter the "PRICE RANGE" (IDQs would be NTE Amount)
– Enter the "MEDIA TYPE"
– Enter the "COUNTRY"
– Enter the "SIC" code
– Enter the "SIZE STANDARD"
– Enter the "CBD" code

     –   Enter the "CONTRACTING POC"
     –   Enter the "TECHNICAL POC"
     –   Enter the "ISSUE DATE"
     –   Enter the "DUE TIME"
     –   Enter the "IFB/RFP DUE DATE"
     –   "**AWARD DATE**" (You will come back and enter this information when you award the contract.)

C.   **<u>To Edit an Existing Project</u>**

     –   Select "CONTRACT" on the Menu.
     –   Select "EDIT PROJECT"
     –   The main things that you will edit in each project are the following:

          –   **STATUS**: You have three items to choose from here. **Pre-bid, Post-bid, and Awarded**. It is important for you to change the status of the project as it moves through each phase. A lot of the things that show up on the Home Page depend on the different phases of the solicitation. Example: Results are tied to "POST BID" under "STATUS". If post bid is not selected, then the program will not display the results.

          –   **ISSUE DATE**: Make sure that you change this date as it changes with your project.

          –   **IFB/RFP DUE DATE**: Make sure that you change this date as it changes with your project. The Issue and Due dates are very important. This information is being displayed to the entire World. <u>This becomes the most important place over anything else to keep up to date!</u>

          –   **AWARD DATE**: Enter this at time of award.

          –   **ADVERTISE PROJECT ON THE WEB?**: If you want your project displayed on the web, and we all do, you will say yes to this question. Make sure that everything is in place before you say yes to this question. The instant that you say yes, and hit the X to get out of the form, the information is displayed on the Internet.

          –   **SYNOPSIS**: You will have two places to enter and update your synopsis. You can either do this under "EDIT PROJECT", or you can choose the option entitled "SYNOPSIS" under the Contract Menu.

          –   **CONFERENCE**: Same as synopsis.

D.   **To Enter/Edit the Synopsis/SOW:**

–   As stated in the above directions for "EDIT PROJECT",
       you can either enter the Synopsis in the "EDIT
       PROJECT" area, or select "SYNOPSIS" under the "CONTRACT"
       Menu.

E.   **To Enter "Conference" Information:**

–   As stated in the above directions for "EDIT PROJECT",
       you can either enter the Conference in the "EDIT
       PROJECT" area, or select "CONFERENCE" under the
       "CONTRACT" Menu.

F.   **To Add/Update Plan Holders:**

–   Gather the information before you enter the program.
–   Select "CONTRACT" from the Menu.
–   Select "PLAN HOLDERS"
–   Enter all Contractor Information.
–   Make sure that you enter today's date in the "Register"
       field so that we can tell when the contractor was
       registered.
–   Make sure that you select "No" under "Web" if it is an
       RFP and the Contractor wishes to not have his name
       displayed on the Plan Holders list.
–   **CONTRACT SPECIALISTS TAKE NOTE**: You can enter bidders
       yourself up to the issue date. This will help Kay
       tremendously. However, after Kay mails out your
       solicitation, send all requests to be added to the
       Plan Holders list to her. The reason for this is so
       that she will know to mail out a solicitation package
       to the new contractor. Do not add them yourself after
       the issue date unless you intend to mail out the
       package yourself.

G.   **To Mail Solicitations/Amendments:**

–   Select "REPORTS" on the Menu.
–   Select "LABELS"
–   A box will pop up on your screen and you will see two
       windows. On the left, you will see the bidders that
       have not been mailed solicitations. On the right side
       of the program, you will see bidders that you have
       already mailed solicitations to. If this is the first
       mailing, you will select all of the contractors on the
       "Not Mailed (LEFT)" side and click on the arrow
       pointing to the "Mailed (RIGHT)" side. This will
       automatically transfer the contractors from the left
       side of the program to the right side of the program.
       It also places the date beside the contractor that

the solicitation was mailed. You can view this date
later to tell a contractor when the package was mailed
to them.

– If you have already mailed out your solicitation and
you have new bidders to send the solicitation package,
you will move the new bidders from the "Not Mailed
(LEFT)" side of the program to the "Mailed (RIGHT)"
side, just as you did in the initial mailing.

– Once you have moved the bidder from the "Not Mailed"
side of the program to the "Mailed" side, you will
want to select "Print"

– Select your label size "4146".

– Select the bidders that you want to print labels for.
When looking for you bidders, you will notice that
the bidders are <u>first sorted by date. They are then
sorted alphabetically</u>. Therefore, *if you just entered
bidders into the database, they should be the first
contractors that you will see*. Select these bidders
and then select print. The labels will now print.

– **If you get an <u>error message</u>, make sure that you
have selected the label size and selected bidders to
be mailed.**

H.   **Amendments:**

– Refer to the amendment section for instructions on how
to issue amendment using this program.

I.   **To Enter Bid/Award Results:**

– Select "CONTRACT" on the Menu.
– Select "RESULTS"
– A box will pop up showing you the contractor, lump
sum, low three check box, the award amount, a space
for the contract number, and a place for the
Independent Government Estimate.
– After bid opening, scroll down until you find the low
three contractors.
– Enter the bid amount for each of the low three.
– Check the Box beside the Contractor who is one of the
low three bids. This allows the program to identify
the low three bidders. The program then takes these
low three and displays them on the web from lowest to
highest.
– Enter the Government estimate in the provided field.

– **NOTE: DO NOT ENTER RFP INFORMATION IN THESE FIELDS.
THIS IS ONLY FOR IFBS.**

– When you are ready to award the contract, you will
come back to this area of the program to place the
award amount next to the appropriate contractor. You
will now enter the information for the awarded
contractor of your RFP. Enter the contract number.

Denver Heath   February 21, 1997
Contract Specialist
Ft. Worth District

                        —   This information is immediately displayed on the web.

V.   CENTRAL LOCATION FOR FILES:

        A.   **Creating the Central Directory for your Working Files:**

        —   We will be keeping our solicitation files in a central location
                with the rest of the District. Do not save your work in two
                places. The working directory is the only place that you should
                be saving your changes. If you keep your files in only one
                directory, this will prevent you from becoming confused as to
                which file is the most current. These files are placed in a
                central location so that if you are absent, someone can pick up
                where you left off. These files are also backed up daily.

        —   You will be copying your files into a directory that someone else
                creates. To find out what the directory name is, do the
                following:

—   All Electronic Projects: Contact the Specifications section by email.
        (Terry Vitt, Art Harleson)

        —   Send a LAN message to them with the following information:

                Solicitation Number:
                Title:
                Location:

        —   These people will send you the project directory name that you
                will use as your working files directory. They will not, however,
                create your solicitation directory on the S:\ drive. You will
                need to do this.

        B.   **Creating the Solicitation Directory for your Final Files:**

        —   The S:\ Drive contains all of the electronic solicitations
                that the Fort Worth District has either issued or is making
                ready for issuance. Each solicitation is totally held
                within its own personal solicitation directory! In the case
                of our solicitations, we have chosen to name the directory
                with eight digits from the project solicitation number EX:
                A97B000? . The reason for this is that once the files are
                placed in this directory, the project is ready to be issued
                as a solicitation.
                —   This is the basic directory structure:

                S:\
                  A97B000?
                            ACROREAD   (SPECIFICATION VIEWER)

CURRENT   (CURRENT SOLICITAITON FILES)
SPECS   (SOLICITATION PDF FILES)
A97b000?.con   (CONTRACT VIEWER BUTTON BAR
                     SETUP FILE)
adobe.txt   (ADOBE INSTRUCTIONS)
amcdins.txt   (COMPACT DISK AMENDMENT
                     INSTRUCTIONS)
amdskins.txt   (FLOPPY DISK AMENDMENT
                     INSTRUCTIONS)
contract.exe   (STARTS CONTRACT VIEWER)
contract.hlp   (CONTRACT VIEWER HELP FILE)
readme.txt   (BIDDER INSTRUCTIONS)
Setup.exe   (INSTALLS CONTRACT VIEWER FOR
                     CONTRACTOR)

- As stated above, this directory can be found on the S:\
  drive. You will need to create a directory for your
  solicitation files. To do this, follow these steps:

Windows 95 Explorer:

- Move your mouse over the "Start" button.
- Touch your right clicker.
- Click on the word "Explore".
- The Explorer program will pop up on the screen.
- Use the button on the scroll bar to your left to
  scroll down until you see the S:_____ drive.
- Click once on the S:\ and you will then see several
  solicitation directories.
- You will need to first look and see if you can find
  your solicitation number. EX: A97B000? The reason
  for this is because it may have already been created.
  If you can not locate your solicitation directory,
  then continue with the following steps.
- Click "FILE"
- Click "NEW"
- Click "FOLDER"
- Type your solicitation number as A97B000? . Substitute
  the ? with the actual number of your solicitation.
- Now that you have created your solicitation directory,
  you will need to copy over the basic files that are
  included in all electronic solicitations.
- Use the scroll bar to find the "SOL" directory on the
  S:\ drive. Once you find it, double click on it.
- You will see the directory structure discussed above.
  You will need to copy everything below the SOL
  directory into the solicitation directory that you
  just created.
- To do this, you need to select/highlight all of the
  directories and files at once. Touch the first
  directory with your mouse. Hold your shift key down
  and touch the last file.
- Once you have selected/highlighted the directories and
  files, you will then go to the "EDIT" category at the

top of the screen and then click on "COPY".
- You have successfully copied your files, but you still
  need to do one more step. You need to paste the files
  into the solicitation directory that you created
  earlier.
- To do this, use the scroll bar to find your
  solicitation directory on the S:\ drive.
- Double click on the directory.
- Click on the "EDIT" category at the top of the screen
  and select "PASTE". The program will then paste the
  required files into your solicitation directory.
- Congratulations! You have just created your
  solicitation directory on the S:\drive.

VI. GETTING STARTED WITH THE SOLICITATION PACKAGE, THE SOLICITATION CLAUSES:

- Up to this point, you should have already completed the following
  actions:

  - Received Notification of a new project.
  - Proceeded with Electronic Solicitation or received a
    Waiver signed by Engineering Division Chief.
  - Coordinated with SBA.
  - Created the Solicitation Number.
  - Synopsized the project.
  - Entered the project into the ECBMS program and displayed
    basic information on the Internet.
  - Sent LAN notification with required information to
    Specifications Section requesting project working directory
    name.
  - Received project working directory name from Specifications
    Sections.

- Now it is time to begin creating the solicitation clauses.
  Complete your clauses as you normally do in SAACONS, but make sure
  that *all but one* of the clauses are in full text instead of just
  being referenced. When you print out a solicitation package in
  paper, you must have at least one clause as a referenced clause in
  order for the package to place clause paragraph numbers within
  each section. SAACONS also requires that at least one clause be
  in referenced text in the electronic version in order for the
  system to generate clause paragraph numbers.

VII. GETTING SOLICITATION CLAUSES FROM SAACONS TO WORDPERFECT:

A. **Using File Transfer Protocol (FTP) Software:**

After you have completed your clauses, you will use "FTP"
Software to connect to SAACONS so you can first create a
directory for your files, and then second, transfer your

solicitation files into the Centralized Project Directory.

- FTP software will be found in the "OnNet" category in
Windows 95. To find this program, look under the "START"
option on your Windows 95 display. Under the "PROGRAMS"
listing, you will see "OnNet 2.0 or higher/newer". Move
your mouse to this option and you will then see the "FTP"
option. Click this with your mouse and the "FTP" program
will pop up on your screen. If you do not have "FTP"
software on your machine, contact the help desk and get them
to install it.

B. **Using the FTP Program to Create a Directory in SAACONS, and
Transfer Files from SAACONS into the Central Project Directory:**

As an overview: Right now, your clauses are still in the SAACONS
format. You need to convert these clauses into an ACII text
format so that you can transfer them to your Central Project
Directory. In order to do this, you will need to create a
directory on the SAACONS side in which you can save your
converted solicitation files. You will then need to actually
convert the solicitation files, and finally use the FTP program to
transfer them to the Central Project Directory.

- Enter your FTP program.
- When your FTP program pops up on the screen, select
"SAACONS" and click the "CONNECT" button.
- You will have to enter your SAACONS login. EX: c29
- You will then have to enter your SAACONS password. Click on
the "OK" to submit your password.
- The **LEFT** side of the screen is the place you want to *copy*
files to. Right now, it should be showing the "C" drive of
your computer. Notice that you can change the directory to
your "P" drive. Beside the "C" drive label, there is an
arrow pointing downward. This arrow is a drop down menu
that allows you to change the drive. Touch the mouse
pointer on the arrow and click one time. You will now see
all of the drives that your computer has access to. Select
the "P" drive. To select the "P" drive, point the mouse
arrow to the "P" and click one time. You have now selected
the "P" drive.
- Go ahead and prepare the left side to show your **Central
Project Directory** which is located on the P:\ Drive. Think
"P" for Projects.
- Select "P" under the Drives option.
You are now located in the project directory for
specifications section. You will see names of directories
as you scroll down the list. Each directory represents an
individual project. The first two letters represent the
base, and the remainder represents letters from the title.
If it is a Service or Supply project, then the first two
letters will begin with "SS", and the remainder represents
letters from the title.

- Double click on your solicitation directory name
  (Remember...the one that the CADD Group sent to you by
  email). You will save your files directly into the project
  directory. Just so everyone will understand, this new
  project directory will be the **WORKING** directory for that
  project. You will do all changing, saving, and further
  development to your files in this one directory.
- Make sure that you write this directory down on the front of
  your folder so that you won't forget.
- Back to the FTP Program: The **RIGHT** side of the FTP program
  shows you the *SAACONS directory*. Notice on the right side,
  at the top, it says "Remote: SAACONS". Notice also that
  just below this, you will see the directory which you are
  presently in. It should say that you are in **your SAACONS**
  directory. My SAACONS directory is **/home/c29.** Your SAACONS
  directory will be /home/_____.
- Make a sub-directory under your main SAACONS file directory.
   To do this, go to the **"COMMANDS"** drop down menu *at the top*
  of the FTP program. Drop the menu down, and then select
  "Create Directory". You will then see "*Left Local*", and
  "*Right Remote*". The "*Left Local*" selection is your computer
  that you are operating. The "**Right Remote**" selection is the
  SAACONS computer with which you are remotely connected. You
  want to make a directory under your SAACONS side. Therefore
  you will select "*Right Remote*". Type in the name that you
  want to name your directory. A suggestion would be to label
  this directory with eight digits from the solicitation
  number.
  EX: a97r000? (Make sure that you save the files in lower
  case. SAACONS is case sensitive.)
- Click on the "OK" button in order to create the
  subdirectory.
- Once you have created your sub-directory, minimize the FTP
  program. **DO NOT CLOSE THIS PROGRAM. MINIMIZE IT! YOU WILL
  NEED IT LATER**.

C. **Doing the Actual Conversion in SAACONS:**

- For the next step, you will need to enter into the SAACONS
  main menu and do the following:

- (4)   Administrative Utilities
- (13) Interface Processing
- (8)   Local Interfaces
- (1)   SAACONS EBB Menu
- (1)   Convert SAACONS Solicitation to Files

- Enter the full path of your SAACONS sub-directory that you
  created above. You will enter /home/c29/a97r000?
  Remember that SAACONS is case sensitive. (Subtitute your
  user ID and solicitation number in the example.
- Hit the enter key to continue.
- Enter the Solicitation PIIN: EX: DACA63-97-R-000?

- The Solicitation will now be copied into an ASCII format and
  be placed in the sub-directory that you created earlier.
  Wait on SAACONS to finish. It takes a little while, but not
  more than 5 minutes.
- SAACONS will tell you that the files have been converted
  when it is finished.
- Once SAACONS is completed, Exit SAACONS.

D.   **Return to the FTP Program to Finish Transferring Files:**

- You can now return to your "FTP" program to transfer your
  files from the SAACONS computer to the "P:_____ drive and
  directory.
- When your FTP program pops up on the screen, double click
  the mouse arrow on the directory that you developed earlier.
  Remember?...the 8 digits from the solicitation number -
  (a97r000?).
- In this directory are the solicitation clauses broken out
  into sections 100, 600, 700, and 800 or uniform format
  breakout.
- Copy the sections to the directory on the left side of the
  program - the place where you want the files to be copied
  to as stated in above (central directory).
- <u>To select and copy the files</u>, do the following:

    - Click on the first file with your mouse, then
      let go of the clicker.
    - Scroll down the file list until you see the last
      file that you want to copy.
    - Holding down the Shift key, then click on the
      last file with your mouse. This will select
      everything in between.
    - All of your files are now selected. Use the
      copy function to copy the files from the right
      side of the FTP program, to the left side.
    - When you hit "Copy", the system will ask you if
      you to verify each file to be copied. All you
      need to do is hit "Yes to All", and then the
      system will copy all of the files automatically.
    - After you are finished copying files, you will
      see the files in both windows (left and right)
      of the program.

- When the "FTP" program is finished copying the files, exit
  out of the FTP program.
- Go into your Wordperfect program.

VIII.   <u>COMPLETING THE FILES IN WORDPERFECT:</u>

A. **<u>Getting the Document in the Correct Format</u>**:

- Select "File" , then "Open" and go to the directory where the
  SAACONS files were copied. (P:_____)

- Open the first file. When you open the file, it will want to convert it to Wordperfect 4.2 format. This is ok. All that is happening is that WordPerfect is trying to recognize the ASCII file format that came out of SAACONS. Once you convert it into WordPerfect 4.2, you will be able to later save it as WordPerfect 6.0/6.1.
- I have placed a MACRO on your Power Bar in WordPerfect 6.1. This macro will do the following things:
    - Move the Index at the end of your document to the front.
    - Change the font and size to Courier "8".
- When the file appears in the display, immediately click on the "EBS" button on your Power Bar.
- You may also have to play with the justification and margins within your file to make it look right.
- After you click on the MACRO button, you can then save the file in WordPerfect 6.1 format.
- You now have the index at the front of the document. This will make it easier for you as you begin to bookmark and link. Make sure that you go to the bottom of the index to ensure that the index is fully separated from the beginning of the full text clauses.

B. **Editing the File**:

- **Edit the file** to make sure that everything is lined up correctly. During the conversion process, the file did not keep all of its original spacing as it was converted. In order for the clauses to look right, you will have to scroll through all of your clauses and correct any alignment problems. 90% of these alignment problems have already been solved through my coordination with Ft. Lee. However, the updated program is not perfect and still has spacing errors. The main area that will need to be correctly spaced is the index. When you get to this area, try adjusting the font size to see if it helps the spacing before you begin correcting the errors. You may find that most of your spacing problems can be solved this way. Make sure that you place a space between every clause in the index so that you will have plenty of room later for linking.
- While correcting the spacing problems, please do not spend enormous amounts of time trying to make your document perfect. As I have already stated, the conversion will correct 90% of the spacing problems. If you are a perfectionist, then you are going to have to learn to live with a few insignificant spacing problems. Otherwise, you could spend all day trying to line up every everything perfectly. This will only delay your project.

C. **Creating Footers and Page Numbering:**

- While editing your files, make sure that you *create a* "*FOOTER*" for your solicitation number. Also, make sure that you set up the "*Page*" "*Numbering*" option so that it will

number your pages as "Section 00100 - ?" or "Section I-?".
These Options are listed under "FORMAT" on the bar at the
top of your WordPerfect program. Once you have made these
changes, save the file.
- Do this to each of your files. Make sure that you SAVE the
files.

IX.   CONVERTING WORDPERFECT FILES TO .pdf FILES:

- Now, after you have edited your Wordperfect files, and saved
each one, it is time to convert your files to .PDF format.
- Pull each file up in Wordperfect.
- Select "File" with your mouse.
- Select "Print"
- Select "Select" in order to change your printer to Adobe
Acrobat .pdf writer.
- Pull down the "Specific Printer" arrow and select the Adobe
Acrobat .pdf. writer printer option.
- Select print.
- You will have to name the file, and then it will convert the
file to .pdf.
- You have successfully converted your .wpd file to .pdf. You
will now be able to pull this file up in Adobe Acrobat Pro
and bookmark or link your index of clauses to the full text
clause.
- You will have to do a couple more things before you are
ready to use Adobe Acrobat. For Construction solicitations,
the contract specialist will need to complete an SF1442 in
the FAR Master Forms program. SAACONS will not print out
the SF1442 in a format that can be used electronically. We
therefore will have to create another SF1442 in this new
program. For Service and Supply solicitations. You will
need to use the DD1707, DD254, and SF33 out of the FAR
Master Forms program for your electronic solicitations.

X.   CREATING FORMS IN THE FAR MASTER FORMS PROGRAM AND CONVERTING THEM INTO .pdf FILES:

- Enter into to Far Master Forms Fill Program. This may be an
icon on your screen or you may have to look under "START"
and "PROGRAMS" to find it.
- Move your mouse pointer to the upper left hand corner and
select "FILE".
- Select "OPEN FORM"
- Select the appropriate form
  - SF1442 is under Series 1
  - SF33 is under Series 3
- Move your mouse pointer back to the top of the screen and
select "DATA".
- Select "OPEN DATABASE"

- Hit "CANCEL" if you want to create a new file. If you are going to edit an existing file, then select the file that you want to edit.
- Move the mouse pointer back to the top of the screen and select "DATA" again.
- Select "ADD RECORD" This will save your file initially so that you will be able to use the update option later to save it once again.
- Type in the name of the file: EX A97R000?
- Select "EDIT"
- Select "FIELD ENTRY"
- Use your mouse to move to the first field or the field that you last stopped entering data previously.
- Continue entering information until you are ready to save the file.
- To UPDATE: Move your mouse pointer to the top of the program and select "DATA".
- Select "UPDATED RECORD"
- Select "OK"
- Your Record has now been updated.
- Once you are finished filling in this form, you will need to print it to ".pdf" and save it in the "P:_____" directory.
- Select "FILE"
- Select "PRINT FORM"
- Select "SETUP"
- Change the printer to the ".pdf Writer" printer driver.
- Select "OPTIONS"
- Change Scaling to **95%.**
- Click on OK three times.
- Select "PRINT"
- When the box pops up, change the drive to "P:\"
- Select your Central Project Directory.
- Save the file in this directory as SF1442_1, DD1707_1, or DD254_1 for the front page. You will have to fill out the back of these forms after you are finished with the front. Follow the same instruction above to complete the back of these forms. When you get ready to save the back side of these forms, save them as SF1442_2, DD1701_2, and DD254_2.
- NOTE:
  - The FAR Master Form Program has a few bugs that I will be getting with the vendor to solve. It seems that on the SF33 form, the number of pages field is not wide enough to allow for three digits. Until we can get this corrected, we will have to scan this one form into the system. Either Contracting Division or Specifications section will be scanning these pages.

XI   CREATING THE SUMMARY.PDF FILE:

- There are three items that are going to be placed on the CD ROM and Internet to aid the bidder. These are:
  - Summary of Project (Synopsis)
  - Plan Holder's List
  - Printing Services List

- The summary is a brief description of your project. You can get this from your synopsis. Either retype it or cut and paste it out of your Pertinent Data Sheet into a WordPerfect file that you can then print to the .pdf printer driver.
- The Plan Holder's List and Printing Services List, can be found on Contracting Division's Home Page. Go to this page, select your job, view the complete Plan Holder's List and Print it to the .pdf printer driver instead of your HP Laser jet printer. Save the file to the P:\ project directory. Do the same procedure with the Printing Services List.
- Go to the P:\ projects directory and scroll all the way to the bottom.
- You now have all three items above in .pdf format. Use the directions for inserting below to make one .pdf file called Summary.pdf. The Summary.pdf file should only contain the three items above. Do not incorporate this file into the over-all solicitation .pdf.

XII   ADDITIONAL .PDF CONVERSIONS:

- If you have any other sections such as evaluation criteria, scopes of work, bidding schedules, notes to bidding schedules, etc..., you will have to convert these files into the .pdf format and save them to the project directory on the P:_____ drive. To do this, you will print to the .pdf printer driver under the printer options. Change to the P:____ drive and print and save it in that directory. The system will save the file as a .pdf file in your project directory. It does not matter what program your additional data is in as long as the program is a Windows program (i.e. Quattro Pro for Windows, Far Master Forms Program for Windows, WordPerfect for Windows, Word for Windows, Excel for Windows, Power Point for Windows, Harvard Graphics for Windows, or any other Windows based program).
- I cannot list all of the individual pieces that you intend to place into your specific solicitation within these instructions. Therefore, if you have anything in addition to the sections already mentioned, you will have to convert that particular document into the .pdf format and place it in the project directory.
- After you have saved all of your individual pieces of your solicitation into the project directory, you will then be ready to begin bookmarking and index linking.

XIII.   USING ADOBE ACROBAT TO LINK:

- **Explanation:** There are two version of Adobe Acrobat. First, there is the Adobe Acrobat Exchange. This program allows you to "Bookmark" and "Link" files together to insure an easy way to move around within the document. With this program, you are able to manipulate the ".pdf" file. Now, the other version of Adobe Acrobat is the Adobe Acrobat Viewer. The

only thing that this program does is allow someone to view
the ".pdf" file. You cannot manipulate the files with this
version. This is the version of Adobe Acrobat that is
freely distributed to our contractors from the Internet and
on the CD ROM. Now with that behind us, let's continue.

A.   **Placing Links within your Solicitation:**

   –   **Explanation:** Bookmarks allow the person viewing the
        specifications to more easily navigate through the CD or
        Internet text pages. By selecting a bookmark named SF1442,
        the program will instantly take you to the beginning of the
        section. This is much better than having to scroll through
        hundreds of pages to find the clause that you want to read.
        To establish the bookmark, you will do the next few steps.

B.   **Inserting Pages/Files into your Solicitation:**

   –   Since Specifications Section is going to be placing the
        files together, you will not need to create a solicitation
        .pdf file. Therefore, you will not need to combine any of
        your sections outside the few listed below. The following
        items will each need to be inserted into one .pdf file.
        –   Forms with more than one page.
        –   Summary.pdf file
   –   To insert files, do the following:
   –   You must have your solicitation file open and you must be
        located at the last page of the section with which you want
        to merge a file.
   –   **WARNING:** You don't want to insert something into the middle
        of another section. You therefore want to be able to
        visibly see, in the display Window of Adobe Acrobat, the
        last page of the section that comes before the section that
        you are about to insert.
   –   Move the mouse hand up to the top of the screen and select
        "DOCUMENT".
   –   Select "INSERT PAGES".
   –   A box will pop up on the screen asking you to "SELECT FILE
        TO INSERT". You will probably have to change the current
        directory to find your file. Remember, that your files are
        in the P:_____ directory. Once you are in the appropriate
        directory, select the file that you want to merge with the
        section that is presently open. This file should be the
        file that you want to merge.
   –   After you have selected the file that you want to insert, a
        box will pop up and give the option to insert the file
        before or after the page that is being displayed in the
        window.
   –   Use the option that best fits your situation.
   –   Select "OK" to merge the two files.
   –   You now have both sections combined into one file. Be sure

          to save this file.
- Follow the above directions to insert any other pieces of your solicitation into one file that is unusual to Specifications section.

C.   **<u>Linking the Clause Title to the Full Text Clause within your Solicitation:</u>**

- **Explanation:** The reason that you will want to link a title to its full text version is so that you can easily move around in the program. You will create an invisible link behind each clause title. You will then be able to select any clause title from the index, and the program will instantly take you to the full text clause.

- You will begin by going to your first section that contains clauses.
- Locate the first clause title from your index page.
- Move your mouse to the top of the screen and select the chain link symbol on the button bar.
- You will now see a cross on your screen.
- Move the cross to the top left hand side of the clause title in the index.
- Hold the left mouse button down and move the cross down and to the right until a box has totally enclosed the title.
- A "CREATE LINK" box will now pop up on the screen.
- Change only two options.
    - Change the "TYPE" to "INVISIBLE RECTANGLE".
    - Change the "MAGNIFICATION" to "FIT VISIBLE".
  DO NOT CHANGE ANYTHING ELSE WITHIN THIS BOX.
- Move your mouse arrow up to the top of the "CREATE LINK" box and touch the solid title bar by clicking and holding down the left mouse button.
- Do not release the left mouse button. Move this "CREATE LINK" box to the right hand corner so that it is out of your way. You want to make sure that you can see what page you are on.
- Using the scroll bar to the right, or using the Page forward Option on the button bar, move through the Text until you find the full text version of the title/clause with which you are about to link. (AFTER YOU HAVE LINKED SEVERAL CLAUSES, YOU MIGHT WANT TO JUST USE THE PAGE FEATURE AT THE BOTTOM OF THE PAGE TO JUMP DIRECTLY TO THE PAGE ON WHICH YOU WANT TO PLACE THE LINK.)
- As soon as you have the full text clause <u>at the top of the Display window</u>, move your mouse arrow back down to the "CREATE LINK" box and select "SET LINK".
- The system will then automatically Link the title, to

the full text clause. The system will also relocate
your Display Window back to the index page.
- Repeat these steps until all of your titles in the
  index have been linked with the full text clause.
- Make sure that you frequently **SAVE** your file so that
  you will not lose your work!
- **Use Adobe Acrobat Exchange to link the rest of your
  Sections**. Follow these same instructions for each
  section.
- Again, make sure that you save these files frequently
  when you are working on them so that you will not
  lose your data.
- Once you have completed linking all of you sections,
  you will then be ready to get the file placed on the
  CD ROM and the Internet.

XIV. PLACING THE DATA ON THE CD ROM AND THE INTERNET:

After you have completed your solicitation files by following the
above steps, you will then need to contact Specifications Section
and let them know that you are finished with the files so that
they can begin creating the overall solicitation package. The
solicitation files should be in the p:\ projects directory
(Central Location for Files). Specifications section will use
these files to insert into the electronic project package, cut the
Pre-Master CD, and send the disk to the reproduction contractor.

XV. AMENDMENTS   (FOLLOW THESE DIRECTIONS FOR EACH AMENDMENT)

A. **Introduction:**

- When Amendments are issued, this means that the Original
  solicitation has changed. It is therefore necessary to
  change the original electronic files in order to issue an
  electronic amendment. With this new process, we have
  another option that is available to us electronically. We
  have always had the ability to look at a paper copy of the
  solicitation and amendments. In the past, we have had to
  post our amendments as they were issued. This will be done
  electronically now and be available as a viewable option.
  We will now be able to view a solicitation in which all
  amendments have been incorporated. You will be doing the
  updating yourself. This will benefit the entire District.
- Everyone has a program installed on their computer called
  the **CONTRACT VIEWER**. This program, when executed, displays
  all electronic projects. Through the use of this contract
  viewer, we each have the capability to view any solicitation
  in its entirety right on our computer screen.
- When the CONTRACT VIEWER is executed, the user will see, as
  discussed above, each solicitation directory. The user will
  need to double click on the solicitation directory of which
  they want to view. In this directory will be three files.
  All three files have the same extension. This extension is

".con". This first of the files is the solicitation number (A97B000?.con)and is placed on the compact disk for distribution. You will not be using this file. The second file **(Current.con)** is the up to date file. This is the file that you would click on if you wanted to view the solicitation with all issued amendments incorporated to date. The third file **(original.con)** is the file that you would click on if you wanted to view the original solicitation as issued. Using this file allows you to view the original solicitation, and each individual amendment. Amendments have not been incorporated under the original.con file option.

B.   **<u>Creating the Amendment:</u>**

–   Remember when you converted your files in WordPerfect to .pdf so that they could be viewed in Adobe Acrobat? Remember how you developed one large file with all of your sections? Remember how you pieced it together one section at a time? Well, you get to do some of these things again!!

–   You will still have all of your files on the P:\ drive. If you remember, you saved your WordPerfect (.wpd) and Adobe Acrobat (.pdf) files to your project location. You then pulled all of these files into one large file that you called your solicitation number. Your individual sections that you manipulated in WordPerfect are still located in this project directory.

–   If you have a change to one of these sections, then you will enter into WordPerfect, go to the P:\ drive and your project directory, and pull that section into your word processor.

–   **<u>Make the necessary changes to the section, underline them, and place the Amendment No. out in the margin next to the change. The Amendment No. should look like this (#?). Substitute the amendment number for the ?. You can get into the margin by hitting your Shift Tab. You will also want to place a Header labeled "Accompanying Amendment No. 000? to Solicitation No. DACA63-97-B-0???" so that further indication will be made that it is an amendment</u>**.

–   You will then save this file as "??????a1.wpd"

–   This represents Section ?, Amendment No. 1.

–   After you have made your changes to the Section, you will then convert the file to .pdf so that it can be viewed in Adobe Acrobat. Save it as the same name ex: ??????a1.pdf

–   The only difference between this file and your WordPerfect file is the extension. One file ends in .wpd, and the other file ends in .pdf.

–   Follow the same steps for all of your changes.

–   Don't forget that the SF30 is in the Far Master Forms program. You will need to fill this out and print to

        .pdf.

- You are now ready to insert your changes into one file called **am_000?.pdf.** Refer to previous instructions on how to Insert files.
- Once you have completed the amendment file, you will need to save this file into its own directory labeled Amend0? under your solicitation directory on the S:\ drive.
  Ex: a97b000?\amends\amend0?\
  Subsitute your amendment number for the ? .
- You will probably have to create the Amend0?\ directory. Follow previous instructions on how to create a directory using the Windows 95 Explorer.
- You now have to update your "Current" solicitation file.

C.   <u>**Updating your Solicitation to be Current:**</u>

- You are the keeper of your sections of the solicitation. If there is a change to any of the sections that you created, you will need to make that change to the section and furnish it to Specifications section so that they can include it in the amendment. Do your best to get your file right the first time. updating it after you have linked everything is extremely difficult. This generally blows away the links. This means that you have to do them over again. Linking takes time!

D.   <u>**Preparing the Amendment on Floppy Disk:**</u>

For all amendments, you will need to furnish your
information to Specifications section.
The following is for your information. Your information will be included into an over-all amendment and be placed on a disk in the following format.

Directory Structure:

- The following structure of directories and files will be placed on each floppy disk.

  AMENDS\
      AMEND0?\
  amdskins.txt   (FLOPPY DISK AMENDMENT
                                   INSTRUCTIONS)
  Amend0?.con   (AMENDMENT INSTRUCTIONS FOR
                                   THE CONTRACT VIEWER)

- Subsitute your amendment number for the ? .

- IT WILL BE YOUR JOB TO MAKE SURE THAT YOUR AMENDMENT WILL FIT ON ONE OR MORE FLOPPY DISKS. YOU MAY HAVE TO

BREAK OUT YOUR AMENDMENT INTO THREE FILES SO THAT YOU
CAN PLACE ONE FILE ON EACH FLOPPY. IF YOUR JOB WOULD
REQUIRE MORE THAN ONE FLOPPY, YOU WILL FOLLOW THE
COMPACT DISK AMENDMENT APPROACH.

E.   **Preparing the Amendment on Compact Disk for Amendments that would
      take more than Three Floppy Disks:**

      *For all amendments, you will need to furnish your information to
      Specifications section.*
      The following is for your information.   Your information will be
      included into an over-all amendment and   be placed on a disk in
      the following format.

      Directory Structure:

      -     The following structure of directories and files will
            be placed on each compact disk.

            ACROREAD   (SPECIFICATION VIEWER)
            AMENDS   (AMENDED FILES DIRECTORY)
                 AMEND0?
                      Am_000?.pdf   (ACTUAL AMENDMENT)
                   SPECS
                      a97b000?.pdf   (INCORPORATED SOLICITATION PDF FILES)

                 Amend0?.con   (AMENDMENT INSTRUCTIONS FOR THE CONTRACT
                                           VIEWER) - Place in AMENDS\ Directory.
            A97b000?.con   (CONTRACT VIEWER BUTTON BAR
                                            SETUP FILE)
            adobe.txt   (ADOBE INSTRUCTIONS)
            amcdins.txt   (COMPACT DISK AMENDMENT
                                           INSTRUCTIONS)
            contract.exe   (STARTS CONTRACT VIEWER)
            contract.hlp   (CONTRACT VIEWER HELP FILE)
            readme.txt   (BIDDER INSTRUCTIONS)

      -     You will first update the A97B000?.pdf under the CURRENT\
            directory. After you have updated this file, copy it to the
            SPECS\ directory in the above directory structure. The
            SPECS\ directory in the above directory structure is a sub-
            directory of AMEND0?\.

F.   **Placing Amendment File Information in the ECBMS Program:**

      -   When you know the issue date of your amendment, you need to
            update the ECBMS program so that this information will be
            displayed on the web page.
      -     First coordinate with Specifications Section to be sure that
            they have completed the amendment before you enter the

information into the ECBMS program. This is to ensure that
there is a file behind what is displayed on the web page.
- After Specifications section has told you that the file is
  ready, do the following steps:
  - Enter the ECBMS program.
  - Select your project from the list.
  - Select "CONTRACT"
  - Select "AMENDMENTS"
  - You only have two options to fill in here:
    - Amendment Date:
    - Amendment Number:
  - Enter the appropriate information for your amendment.
  - Hit the "X" to exit. This will save your work.

G.   **To Extract, Delete, and Insert Information in Adobe Acrobat:**

- Select "DOCUMENT"
- Select "EXTRACT PAGES"
- Enter the number of pages that you want to extract, delete
  and replace.
- Click the check box so that you will delete the info from
  your solicitation after you extract it.
- Click "OK"
- Click "Yes" to delete the page/pages
- You have just extracted the page/pages from your
  solicitation file.
- You now have the option of saving the extracted file to a
  new name.
- Explanation:
    - This is what happens: Adobe Acrobat extracts the
      information that you want to replace from the
      solicitation file. It then shows you the
      information that has been extracted and gives
      you the option of saving it.
_ Click on the "File" option on the Menu in the upper left
  hand corner and select "Close".
- The program will ask you if you want to "Save Changes from
  ____?". Click yes to save, or no to continue.
- If you select "Yes" to save, then you will have to name the
  new file. Make sure that you call it something like "Old".
   This way you won't get it mixed up with your current files.
- If you select "No", the extracted file/page/pages that you
  are looking at will disappear. You will then be left
  staring at the solicitation file.
- NOTICE: The page that you want to replace is now gone.
- Save the file.
- You will now want to insert your changes into the
  solicitation.
- Refer to number "XI" for info on accomplishing this task.

H.   **Replacing a page/file in Adobe Acrobat:**

- After you have completed your solicitation, you may find that you want to replace a page in the electronic solicitation file.
- Go to the page you want to replace in Adobe Acrobat.
- Move the mouse pointer up to the top left hand corner of the screen and click on "DOCUMENT".
- Select "REPLACE PAGES".
- A box pops up in the window allowing you to go get the file that you want to replace the current page with.
- Once you have selected the replacement file, a "Replace Pages" box appears. This box allows you to replace just one page or several pages with the new information. Notice, that if only one page is going to be replaced, then the top number will show a range of one page. Notice also, at the bottom of the box, that it tells you how many pages your replacement file has. Select the number of pages in this box that you want to replace.
- Select "OK".
- Your pages have been replaced.
- Save your file.

IV   VIEWING THE SOLICITATION

A.   CD ROM:

- The CD ROM contains both Adobe Acrobat and Source View. In order to properly view the CD ROM, you will need to follow the instruction listed in the README.TXT file on the CD ROM itself.
- Get into WordPerfect and access the "D" drive.
- Double click on the README.TXT file.
- Print the file and follow the instructions.

- The instructions tell you to double click on the "Contract.exe" button.
- A little program will pop up on your screen.
- After you click on the "Contract.exe" button, a message will pop up and tell you what the bid opening date is.
- Look at the button bar. From Left to Right, these are the buttons:
  - Open Contract, Close Contract, Contract Forms & Clauses, Specifications, Drawings, Amendments, Help, Exit
- Practice moving through the options to become familiar with the program.

B.   Viewing a Solicitation through the LAN:

- I have installed an icon on your machine. It is either on the desktop or it is under the Start, Programs, Contract, Contract Viewer.
- Click on this Icon. The Contract Button Bar discussed above will pop up on the screen.

- The difference between this and the CD ROM is that the
  Contract Viewer on the CD automatically opens the
  solicitation that you want to view. You will have to
  specify the solicitation that you want to look at.
- Click on the "Open Contract" button of the bar.
- You will see several solicitations in the window to your
  right.
- Double click on the solicitation that you want to view.
- After you double click on your solicitation, you will notice
  that a solicitation file with the extension ".con" shows up
  on the left side of the window.
- Double click on the solicitation ".con" file.
- From this point forward, it is pretty much the same as the
  instructions for the CD above.

C.   **Netscape:**

- To view the solicitation on the Internet, you will have to
  properly set up the two programs in your Netscape program as
  "Helper Applications".
- Enter Netscape
- Select "Options"
- Select "General Preferences"
- Select "Helpers"
- Select "Create New Type"
- Type "Graphical Viewer" for "Mime Type:"
- Type "Adobe Acrobat for "Mime Sub type:"
- Click "OK"
- Enter "pdf" for the file extension.
- Click on "Launch the Application"
- Click on "Browse"
- Find the "Acroexch" or "Acroread" directory on your c:\
  drive, or the directory in which you downloaded the Acrobat
  Reader if you do not already have Adobe Acrobat Exchange
  installed on your computer.
- Double Click on the Directory.
- Click on the "Acroexch.exe" file or "Acroread.exe" file,
  whichever applies.
- Click "OK"
- Your Browser is now associated with Adobe Acrobat.
- Do the same thing with "Source View".
- You may have to download "Source View".
- The Web Page for Electronic Solicitations gives good
  directions for this.